



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## OHIO HISTORY CONNECTION

July 15 2021

Page 1 of 1

## 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 and Section B must be filled out and signed by local government before submission to the State Archives**

#### Section A: Local Government Unit

Lucas County Court of Common Pleas	Juvenile Division		
(Local Government Entity)	(Unit)		
<b>Marcie Garlick</b> <small>Digital signature of Marcie Garlick, Lucas County Juvenile Court, Lucas County, Ohio. Date 2021-06-18 11:45:10-04'00'</small>	Marcie Garlick	General Counsel	6/18/2021
(Signature of Responsible Official)	(Name)	(Title)	(Date)

#### Section B: Records Commission

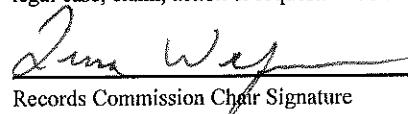
*See ORC 149.38 – ORC 149.412 for Records Commission information*

Lucas County	Records Commission	419-213-4511
One Government Center, Ste. 800	Toledo, Ohio	43604
(Address)	(City)	(Zip Code)
		(County)

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

[jbalogh@co.lucas.oh.us](mailto:jbalogh@co.lucas.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.

  
Records Commission Chair Signature

7/13/2021  
Date

#### Section C: Ohio History Connection - State Archives

	Electronic Records Archivist	2021-07-22
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*



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### Section E: Records Retention Schedule

#### LUCAS COUNTY JUVENILE COURT

#### ADMINISTRATION

(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
2021-1	ADMINISTRATIVE JOURNALS: POLICIES & ISSUES UNRELATED TO CASES	PERMANENT (Sup. R. 26.01(A))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2021-2	ANNUAL REPORTS	PERMANENT— 2 COPIES (Sup. R. 26.01(B))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2021-3	COMMUNICATION RECORDS	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(E))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-4	CORRESPONDENCE & GENERAL OFFICE	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(F))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-5	DRAFTS & INFORMAL NOTES	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(G))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-6	PUBLICATIONS RECEIVED	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(N))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-7	PUBLICATIONS (DEPT. MANUAL, NEWSLETTERS, PROCEDURAL RULES & REGULATIONS)	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(N))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-7.1	PHOTOS, VIDEOS & OTHER MEDIUMS INTENDED FOR COURT PUBLICATIONS AND PRESENTATIONS	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(F))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-8	DESK APPOINTMENT CALENDARS	3 MONTHS AFTER USEFUL LIFE	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**CLERKS**

(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
2021-9	INDEX	PERMANENT (Sup. R. 26.03(D))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2021-10	DOCKET	PERMANENT (Sup. R. 26.03(D))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2021-11	JOURNAL	PERMANENT (Sup. R. 26.03(D))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-12	NOTES FOR PURPOSE OF COMPILED A REPORT, OPINION, OR OTHER DOCUMENT OR MEMO	1. KEPT SEPARATE, OR 2. KEPT IN CASE FILE, OR 3. DESTROY AT PREPARERS' DISCRETION (Sup. R. 26.03(D))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-13	RECORDINGS OF COURT PROCEEDINGS	11 YRS FROM DATE OF RECORDING	ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-14	SUPREME COURT REPORTS	PERMANENT	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2021-15	DELINQUENCY CASE FILES (including appeal exhibits, depositions & transcripts & psychological evaluations)	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT; 50 YRS FOR DOCS AS EVIDENCE OF PRIOR CONVICTION (Sup. R. 26.03(H)(1))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-16	UNRULY CASE FILES (including appeal exhibits, depositions & transcripts & psychological evaluations)	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT (Sup. R. 26.03(H)(5))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-17	ADULT CRIMINAL CASE FILES (Including appeal exhibits, depositions & transcripts& psychological evaluations)	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT; 50 YRS FOR DOCS AS EVIDENCE OF PRIOR CONVICTION (Sup. R. 26.03(H)(1))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-18	JUVENILE BY-PASS: 1 <sup>ST</sup> FILE=1 <sup>ST</sup> PAGE OF FORM COMPLAINT 2 <sup>ND</sup> FILE=2 <sup>ND</sup> PAGE OF FORM COMPLAINT W/SIGNATURE	2 YRS AFTER FINAL ORDER OR 2 YRS AFTER APPEAL (Sup. R. 26.03(H)(2))	PAPER ONLY	<input type="checkbox"/>	<input type="checkbox"/>
2021-19	PERMANENT CUSTODY, CUSTODY, PARENTAGE, VISITATION, SUPPORT ENFORCEMENT, ABUSE DEPENDENCY, NEGLECT, & URESA FILES (including psychological evaluations AND civil protection orders)	2 YRS AFTER CHILD OBTAINS MAJORITY OR 1 YR AFTER ADM'T OF POST-DECER MOTION, WHICHEVER IS LATER (Sup. R. 26.03(H)(3))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-20	SEARCH WARRANT RECORDS	5 YRS AFTER DATE OF SERVICE OR LAST ATTEMPTS (Sup. R. 26.03(H)(3))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-21	UNRULY & MARRIAGE CONSENT FILES	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT (Sup. R. 26.03(H)(5))	PAPER ONLY	<input type="checkbox"/>	<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**CLERKS (cont.)**

(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
2021-22	MINOR MISDEMEANOR TRAFFIC	5 YRS AFTER FINAL ORDER (Sup. R. 26.03(H)(3))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-23	MISDEMEANOR TRAFFIC	25 YRS AFTER FINAL ORDER (Sup. R. 26.03(H)(3))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-24	ALL OTHER TRAFFIC	50 YRS AFTER FINAL ORDER (Sup. R. 26.03(H)(3))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-25	COURT REPORTS: EXHIBITS, DEPOSITIONS, & TRANSCRIPTS	1 YEAR, PROVIDED CONDITIONS IN (Sup. R. 26(F)) ARE MET	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-26	PRELIMINARY DRAFTS OF LETTERS, MEMORANDA, WORKSHEETS, REPORTS	DESTROY WHEN NO LONGER OF ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**BUSINESS OFFICE**

(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
2021-27	CANCELLED CHECKS/REGISTERS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(C))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-28	ATTORNEY FEES	5 YEARS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-29	BIDS (SUCCESSFUL)	15 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-30	BIDS (UNSUCCESSFUL)	3 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-31	CONTRACTS	15 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-32	INVENTORIES (ANNUAL OF COUNTY PROPERTY)	3 YRS PROVIDED AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-33	INVOICES (PAID)	2 YR AFTER END OF FISCAL YR. PROVIDED AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-34	LEASES	5 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-35	LEAVE REQUESTS	4 FISCAL YRS PROVIDED AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-36	PAY-INS TO TREASURY	4 FISCAL YRS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-37	PAYROLL	3 YRS AFTER END OF FY	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-38	PURCHASE ORDERS	4 FISCAL YRS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-39	RECEIPT DOCUMENTS	7 FISCAL YRS	PAPER/ ELECTRONIC		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**BUSINESS OFFICE (cont.)**

(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
2021-40	TIME CARD, TIME SHEETS	3 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-41	REQUISITIONS	3 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-42	TELEPHONE BILLS	2 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-43	TRAVEL EXPENSE REPORTS	4 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-44	VOUCHERS	4 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-45	ATTORNEY APPOINTMENTS	UNTIL AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-46	CLERK'S CERTIFICATE TO SHORTHAND REPORTER	UNTIL AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-47	BOARDING HOME RECEIPTS	4 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-48	BANK RECORDS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(C))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-49	RECEIPT BOOKS/RECORDS/PAY-INS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(O))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-50	FISCAL RECORDS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(K))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-51	GRANT RECORDS	3 YRS AFTER EXPIRATION (Sup. R. 26.01(I))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-52	RFPs, BIDS, & RESULTING CONTRACTS	3 YRS CONTRACT EXPIRES (Sup. R. 26.01(P))	PAPER/ ELECTRONIC		<input type="checkbox"/>



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### Section E: Records Retention Schedule

#### LUCAS COUNTY JUVENILE COURT

#### Human Resources

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor	(6) RC-3 Required by OHS-LGRP
2021-53	EMPLOYMENT APPLICATIONS (Posted/Advertised Positions)	2 YEARS (Sup. R. 26.01(H))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-53.1	EMPLOYMENT APPLICATIONS (Unsolicited applications/non-advertised)	2 YEARS (Sup. R. 26.01(H))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-53.2	INTERSHIP APPLICATIONS	2 YEARS (Sup. R. 26.01(H))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-54	EMPLOYEE BENEFITS LEAVE RECORDS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(I))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-55	EMPLOYEE LEAVE RECORDS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(I))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-56	EMPLOYEE HISTORY RECORDS (Including Civil Rights-related documents & Workers' Compensation documents)	10 YRS AFTER TERMINATION (Sup. R. 26.01(J))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-57	EMPLOYEE DISCIPLINE RECORDS	10 YRS AFTER TERMINATION (Sup. R. 26.01(J))	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<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"/>	<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**COURT REPORTER**

(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
2021-94	EXHIBITS, DEPOSITIONS & TRANSCRIPTS	1 YR PROVIDED CONDITIONS IN Sup. R. 26(F) ARE MET	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-95	DIGITAL AUDIO RECORDINGS OF HEARINGS (FTR)	1 YR PROVIDED CONDITIONS IN Sup. R. 26(F) ARE MET	PAPER/ ELECTRONIC/ CD		<input type="checkbox"/>
					<input type="checkbox"/>
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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**CASA**

(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
2021-96	CRB REVIEW SHEETS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-97	CASA POLICY MANUAL	UNTIL SUPERSEDED OR OBSELETE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-98	CASA CASE FILES	7 YRS AFTER CLOSURE OF CASE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-99	CASA BUDGET LOG (Working Papers)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-100	VOLUNTEER PERSONNEL FILES (including references, criminal record checks, volunteer and confidentiality agreements.)	10 YRS AFTER TERM OF SERVICE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-101	VOLUNTEER TRAINING IN-SERVICE SIGN-IN SHEETS AND MATERIALS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-102	VOLUNTEER TRAINING CURRICULUM MATERIALS	UNTIL SUPERSEDED OR OBSELETE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-103	VOLUNTEER TIMESHEETS/MILEAGE FORMS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-104	VOLUNTEER WORKING CASE FILES	AFTER CASE CLOSED, PURGE ALL DUPLICATES AND MERGE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-105	VOLUNTEER COMPLAINT FILES	5 YRS AFTER RESOLVED	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-106	VOLUNTEER EXIT QUESTIONNAIRE	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-107	CORRESPONDENCE/GENERAL & EXECUTIVE	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-108	UNSUCCESSFUL GRANT APPLICATIONS	1 YEAR	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**CASA (cont.)**

(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
2021-109	GRANT RECORDS	3 YRS AFTER END OF GRANT PERIOD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-110	VOCA GRANT RECORDS INCLUDING: Financial, Supporting Docs, Statistical Reports, Other Awards Records	5 YRS AFTER MOST RECENT AUDIT CLOSES	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-111	SVAA GRANT RECORDS INCLUDING: Financial, Supporting Docs, Statistical Reports, Other Awards Records	5 YRS AFTER MOST RECENT AUDIT CLOSES	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
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			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
			PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**PROBATION**

(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
2021-58	INDEX TO PROBATION FILES	PERMANENT	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2021-59	ANNUAL REPORTS	PERMANENT	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2021-60	JUVENILE PROBATION FILES (Includes Comm. Service Work Docs & Psychological Evaluations)	3 YRS AFTER TERM OF PROBATION, OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-61	DEPARTMENTAL PROGRAM FILES (Diversion, Sex. Offenders, Sub. Abuse, Intensive Services)	3 YRS AFTER TERM OF PROBATION, OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-62	JUVENILE RESTITUTION FILES	3 YRS AFTER TERM OF PROBATION, OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-63	RESTITUTION PAY-IN FILES	4 FISCAL YEARS AFTER AUDITED	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-64	POLICY/PROCEDURE MANUAL	2 YEARS AFTER SUPERSeded	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-65	TOXICOLOGY SCREEN DOCUMENTS	2 YEARS FROM SCREEN DATE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-66	PROGRAM DOCUMENTS	1 YEAR FROM PROGRAM	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-67	DYS GRANT DOCUMENTS	DYS ACCEPTANCE OF CLOSING EXPENDITURE REPORT, OR 3 YRS FROM END OF GRANT YR., WHICHEVER IS LATER		<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>



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## **Section E: Records Retention Schedule**

## **LUCAS COUNTY JUVENILE COURT ASSESSMENT CENTER & MISDEMEANOR SERVICES**

(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
2021-145	ASSESSMENT RECORDS (Safety Plans, Mediation Agreements, Police Reports, Family Facts)	3 years	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-146	TANF APPLICATIONS, FINANCIAL VERIFICATIONS AND INTAKE PAPERWORK	3 YEARS FROM DATE OF INTAKE	PAPER/ ELECTRONIC		<input type="checkbox"/>
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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**JUVENILE DETENTION CENTER**

(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
2021-68	DAILY DETENTION STATUS SHEET	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-69	DAILY DETENTION ROSTER	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-70	MONTHLY STATEMENT OF JUVENILES DETAINED	10 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-71	ALL RESIDENT FILES	5 YRS OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-72	RESIDENT MEDICAL FILES	6 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-73	OFFICIAL HEAD COUNTS	2 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-74	RESIDENT MEDICAL REQUEST (NURSE'S LIST)	UNTIL OF NO ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-75	STAFF PHONE LOG & VISITORS' SIGN-IN SHEET	1 YR AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-76	KEY SIGN-IN SHEETS (Including Floor and Facility Sheets)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-77	MEAL COUNT (BILLING PURPOSES/# OF MEALS SERVED)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-78	FIRST AID CHECKLIST FORM	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-79	MAINTENANCE WORK ORDER	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-80	RESIDENT BEHAVIORAL POINT CARDS & THINKING REPORTS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>



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### Section E: Records Retention Schedule

#### LUCAS COUNTY JUVENILE COURT      JUVENILE DETENTION CENTER (cont.)

(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
2021-81	INSPECTION RECORDS (DYS, Health Dept., Fire)	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-82	MANAGER DAILY LOGS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-83	MAYSI-2 National Youth Screening Tool	6 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-85	STAFF ATTENDANCE RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-86	CORRESPONDENCE & GENERAL OFFICE RECORDS (INCLUDES MISC EMPLOYEE NOTES AND RESIDENT CLOTHING INVENTORY LOGS)	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-86.1	BREAK LOGS FOR STAFF	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-86.2	UNIT LOGS	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-86.3	UNIT OBSERVATION SHEETS	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-87	INVENTORY RECORDS (Including Property Receipts)	.3 YRS FROM DATE OF RECORD	ELECTRONIC		<input type="checkbox"/>
2021-88	POLICY & PROCEDURE MANUALS	2 YRS FROM DATE OF RECORD	ELECTRONIC		<input type="checkbox"/>
2021-88.1	PREA: Collected sexual abuse data, including incident reviews and incident investigations	10 years after initial collection of data. PREA §115.389(g) Comp. Policy III(g)	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021.89	EMPLOYEE HANDBOOK & POLICIES READ & SIGN RECORDS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT      JUVENILE DETENTION CENTER (cont.)**

(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
2021-90	All Court, JDC, and YTC surveillance and routine security monitoring recordings	ALL RECORDINGS AUTOMATICALLY DELETED 24 DAYS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-91	Any extractions of Court, JDC, and YTC surveillance and routine security monitoring recordings for investigative or public records purposes	1 YEAR AFTER EXTRACTION IF NO LEGAL ACTION PENDING	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-92	JUVENILE DETENTION BOOKING LOG	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-93	JUVENILE DETENTION RELEASE LOG	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>
			ELECTRONIC		<input type="checkbox"/>
			ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**YOUTH TREATMENT CENTER**

(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
2021-121	DAILY DETENTION STATUS SHEET	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-122	DAILY DETENTION ROSTER	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-123	MONTHLY STATEMENT OF JUVENILES DETAINED	10 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-124	ALL RESIDENT FILES	5 YRS OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-125	RESIDENT MEDICAL FILES	6 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-126	OFFICIAL HEAD COUNTS	2 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-127	MEDICAL STAFF LOG	2 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-128	STAFF PHONE LOG & VISITORS' SIGN-IN SHEET	1 YR AFTER DATE OF RECORD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-129	KEY SIGN-IN SHEET	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-130	MEAL VERIFICATION FORM	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-131	FIRST AID CHECKLIST FORM	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-132	REQUEST FOR SERVICE (Maintenance)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
2021-133	SUPERVISED SCHOOL SUSPENSION RECORDS	1 YR AFTER DATE OF RECORD	PAPER/ ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>



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### Section E: Records Retention Schedule

#### LUCAS COUNTY JUVENILE COURT      YOUTH TREATMENT CENTER (cont.)

(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
2021-134	INSPECTION RECORDS (DYS, Health Dept., Fire)	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-135	SHIFT ACTIVITY REPORTS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-136	ATTENDANCE RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-137	CORRESPONDENCE & GENERAL OFFICE RECORDS	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-138	INVENTORY RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-139	POLICY & PROCEDURE MANUALS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-140	EMPLOYEE READ & SIGN RECORDS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-141	All Court, JDC, and YTC surveillance and routine security monitoring recordings	All recordings are automatically deleted every 24 days.	PAPER/ ELECTRONIC		<input type="checkbox"/>
2021-142	Any extractions of Court, JDC, and YTC surveillance and routine security monitoring recordings for investigative or public records purposes	One year after extraction if no legal action is pending	ELECTRONIC		<input type="checkbox"/>
2021-143	PREA: Collected sexual abuse data, including incident reviews and incident investigations	10 years after initial collection of data. PREA §115.389(d) Comp. Policy III(59)	PAPER/ ELECTRONIC		<input type="checkbox"/>
			ELECTRONIC		<input type="checkbox"/>
			PAPER/ ELECTRONIC		<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