

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

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

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

City of New Albany

Mayor's 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
CRT-02-001	Case files (Criminal, Traffic and OMVI) to include formerly titled Sentencing entry, leads report, and receipt for payment	7 yrs and no actions pending	Paper		<input type="checkbox"/>
CRT-02-002	Probation Files	10 yrs after probationer completes terms of probation	Paper		<input type="checkbox"/>
CRT-02-002	Diversion Juvenile/Adult	7 yrs after case closed and/or participant reaches 18	Paper		<input type="checkbox"/>
CRT-02-003	Department Policies	Update as needed, retain as permanent record	Paper		<input type="checkbox"/>
CRT-02-004	Voided Tickets	7 yrs	Paper		<input type="checkbox"/>
CRT-02-005	Court Docket	Permanent	Paper		<input type="checkbox"/>
CRT-02-006	Court Docket	Permanent	Computer		<input type="checkbox"/>
CRT-02-007	Yearly Index of Defendants	Permanent	Computer		<input type="checkbox"/>
CRT-02-008	Court Directed Expungements	Court ordered expungement (RC-3 not required)	Computer		<input type="checkbox"/>

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CRT-02-009	Monthly Distribution Journal	3 yrs after 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 ORC	<input type="checkbox"/>
CRT-02-010	Monthly miscellaneous receipts - adjustment report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-011	Monthly miscellaneous receipts - detail report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-012	Monthly fee disbursement detail	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-013	Monthly fine disbursement	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-014	Monthly cost detail report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-015	Monthly cost disbursement report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-016	Monthly fine detail report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-017	Monthly local fine exception report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-018	Monthly case payment breakdown	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-019	Daily Audit control	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-020	Bank Fine and Bond reconciliation form	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-021	Bank Statement (Fine & Bond)	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-022	Bank Register (Fine & Bond)	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-023	Daily Cash Control reports	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-024	Bank correspondence including information about NSF checks, fees or other correspondence affecting bank accounts	3 yrs after audited	Paper		<input type="checkbox"/>

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CRT-02-025	Receipts and receipt books	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-026	Open Bond report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-027	Daily Bond report	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-028	Bond and Fine Schedule	3 yrs after revised superseded or discontinued provided audited	Paper		<input type="checkbox"/>
CRT-02-029	Annual Department Budget (copy)	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-030	Annual Department preparation documents and worksheets	3 yrs after final budget approved	Paper		<input type="checkbox"/>
CRT-02-031	Monthly reports	3 yrs appraise for historical value	Paper		<input type="checkbox"/>
CRT-02-032	Supreme Court Reports	3 yrs	Paper		<input type="checkbox"/>
CRT-02-033	Purchase orders and requisitions	3 yrs after audited	Paper		<input type="checkbox"/>
CRT-02-034	BMV reports	7 yrs after case closed	Paper		<input type="checkbox"/>
CRT-02-035	Codified traffic, general offenses ordinance code	1 year after revised or rescinded	Paper		<input type="checkbox"/>
CRT-02-036	Quarterly meeting minutes	5 yrs	Paper		<input type="checkbox"/>
CRT-02-037	Bulletins, posters, and notices	retain until no longer of an Admin value (RC-3 not required)	Paper		<input type="checkbox"/>

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CRT-02-038	Reference materials	retain until no longer of an Admin value (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-039	Professional magazines & publications	retain until no longer of an Admin value (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-040	Professional organizations files	1 year and no longer of admin value (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-041	Contract services	15 yrs after expiration	Paper		<input type="checkbox"/>
CRT-02-042	Ohio Public Records Compliance File	25 yrs after revised superseded or discontinued and no longer of an Admin Value	Paper		<input type="checkbox"/>
CRT-02-043	Administrative Correspondence Information dealing with a significant aspects of the administration of the department	2 yrs and no longer of an Admin or Legal value	Paper		<input type="checkbox"/>
CRT-02-044	General Correspondence Internal & external correspondence, Requests for information from the department and other miscellaneous inquiries	1 year and no longer of an Admin value	Paper		<input type="checkbox"/>

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CRT-02-045	Routine Correspondence requests and letters than can be answered by a stanadard form letter	1 year and no longer of an Admin value	Paper		<input type="checkbox"/>
CRT-02-046	Transient documents including telephone messages and other limited documents which serve to give information of temporary importance in lieu of oral communication	retain until no longer of an Admin value then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-047	Unsolicited correspondence	retain until no longer of an Admin value then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-048	Business card files	continually updated repaced or discontinued (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-049	Drafts and informal notes	retain until no longer of an Admin value (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-050	Copies	retain until no longer of an Admin value (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-051	Equipment operating & maintenance manuals	Life of equipment	Paper		<input type="checkbox"/>
CRT-02-052	Equipment repair & maintenance records	Life of equipment	Paper		<input type="checkbox"/>

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CRT-02-053	Facsimile cover sheets	retain until no longer of an Admin value (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-054	General administrative files	Until no longer of Admin value	Paper		<input type="checkbox"/>
CRT-02-055	News releases	2 yrs	Paper		<input type="checkbox"/>
CRT-02-056	Blank forms	Until obsolete or superseded, then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
CRT-02-057	Audio recording of mayor's court	7 yrs and no actions or claims pending	CD		<input type="checkbox"/>
CRT-02-058	Security camera tapes	14 days and no actions or claims pending	VHS		<input type="checkbox"/>
CRT-02-059	Records include electronic records which will be maintained under the same schedule as all other media types				<input type="checkbox"/>
					<input type="checkbox"/>