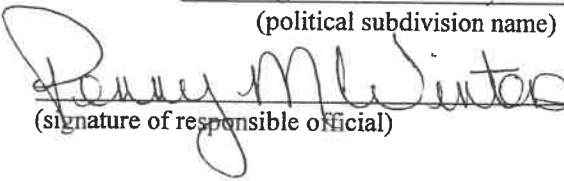


## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Village of New Albany Records Commission, Telephone Number: 614-855-3913


99 West Main Street New Albany 43054 Franklin  
 (address) (city) (zip code) (county)

(2) FROM: Village of New Albany Mayor's Court  
 (political subdivision name) (unit)

 Penny Winters Clerk Of Clerk 11/06/2007  
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Nov 6, 2007 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 11/6/2007  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Pam J. Swift 11/4/2007  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muehlen 11-20-07  
 For the Ohio Auditor of State Date

**\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)\* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	SEE ATTACHED (pages 2-6)			

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Village of New Albany  
(political subdivision name)

Mayor's Court  
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-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	
CRT-02-002	Probation Files	10 yrs after probationer completes terms of probation	paper	
CRT-02-003	Department Policies	Update as needed retain as permanent record	paper	
CRT-02-004	Voided Tickets	7 yrs	paper	
CRT-02-005	Court Docket	Permanent	paper	<p><b>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.</b></p>
CRT-02-006	Court Docket	Permanent	computer	
CRT-02-007	Yearly index of defendants	Permanent	computer	
CRT-02-008	Court directed expungements	Court ordered expungement (RC-3 not required)	computer	
CRT-02-009	Monthly Distribution Journal	3 years after audited	paper	
CRT-02-010	Monthly miscellaneous receipts adjustment report	3 years after audited	paper	
CRT-02-011	Monthly miscellaneous receipts Detail report	3 years after audited	paper	
CRT-02-012	Monthly fee disbursal detail	3 years after audited	paper	
CRT-02-013	Monthly fine disbursal	3 years after audited	paper	
CRT-02-014	Monthly cost detail report	3 years after audited	paper	
CRT-02-015	Monthly cost disbursal report	3 years after audited	paper	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Village of New Albany  
(political subdivision name)

Mayor's Court  
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
CRT-02-016	Monthly fine detail report	3 years after audited	paper	
CRT-02-017	Monthly local fine exception report	3 years after audited	paper	
CRT-02-018	Monthly case payment breakdown	3 years after audited	paper	
CRT-02-019	Daily Audit control	3 years after audited	paper	
CRT-02-020	Bank Fine and Bond reconciliation form	3 years after audited	paper	<p><b>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.</b></p>
CRT-02-021	Bank Statement (Fine & Bond)	3 years after audited	paper	
CRT-02-022	Bank Register (Fine & Bond)	3 years after audited	paper	
CRT-02-023	Daily Cash Control reports	3 years after audited	paper	
CRT-02-024	Bank correspondence including information about NSF checks, fees or other correspondence affecting bank accounts	3 years after audited	paper	
CRT-02-025	Receipts and receipt books	3 years after audited	paper	
CRT-02-026	Open Bond report	3 years after audited	paper	
CRT-02-027	Daily Bond report	3 years after audited	paper	
CRT-02-028	Bond and Fine Schedule	3 years after revised superseded or discontinued provided audited	paper	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Village of New Albany  
(political subdivision name)

Mayor's Court  
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
CRT-02-029	Annual Department Budget (copy)	3 years after audited	paper	<b>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.</b>
CRT-02-030	Annual Department preparation documents and worksheets	3 years after final budget approved	paper	
CRT-02-031	Monthly reports	3 years appraise for historical value	paper	
CRT-02-032	Supreme Court Reports	3 years	paper	
CRT-02-033	Purchase orders and requisitions	3 years after audited	paper	
CRT-02-034	BMV reports	7 years after case closed	paper	
CRT-02-035	Codified Traffic, General offenses ordinance code	1 year after revised or rescinded	paper	
CRT-02-036	Quarterly meeting minutes	5 years	paper	
CRT-02-037	Bullentins, posters, and notices	retain until no longer of an Admin value (RC-3 not required)	paper	
CRT-02-038	Reference Materials	retain until no longer of an Admin value (RC-3 not required)	paper	
CRT-02-039	Professional magazines & publications	Retain until no longer of Admin value then destroy (RC3 not required)	paper	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Village of New Albany  
(political subdivision name)

Mayor's Court  
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
CRT-02-040	Professional Organizations files	1 year and no longer of Admin value (RC-3 not required)	paper	
CRT-02-041	Contract services	15 years after expiration	paper	
CRT-02-042	Ohio Public Records Compliance File	25 years after revised superseded or	paper	
CRT-02-043	Administrative Correspondence Information dealing with a significant aspects of the administration of the department	discontinued and no longer of an Admin. Value 2 years and no longer of an Admin. or Legal value	paper	
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	
CRT-02-045	Routine Correspondence Requests and letters that can be answered by a standard form letter	1 year and no longer of an Admin. Value	paper	
CRT-02-046	Transient Documents include 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	
CRT-02-047	Unsolicited Correspondance	retain until no longer of an Admin. Value then destroy (RC-3 not required)	paper	
CRT-02-048	Business Card Files	continually updated replaced or discontinued (RC-3 not required)	paper	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Village of New Albany  
(political subdivision name)

Mayor's Court  
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type State or	For use by Auditor of OHS-LGRP
CRT-02-049	Drafts and informal notes	Retain until no longer Admin value (RC-3 not required)	paper	
CRT-02-050	Copies	Retain until no longer of an Admin value (RC-3 not required)	paper	
CRT-02-051	Equipment operating & Maintenance manuals	Life of equipment	paper	
CRT-02-052	Equipment repair & maintenance records	Life of equipment	paper	
CRT-02-053	Facsimile cover sheets	Retain until no longer Of an Admin value (RC-3 not required)	paper	
CRT-02-054	General Administrative files	Until no longer of Admin value	paper	
CRT-02-055	News Releases	2 years	paper	
CRT-02-056	Blank forms	Until obsolete or superseded, then destroy (RC-3 not required)	paper	
CRT-02-057	Audio Recording of Mayor's Court	7 years and no actions or claims pending	CD	
CRT-02-058	Security camera tapes	14 days and no actions or claims pending	VHS	
CRT-02-059	Records include electronic records which will be maintained under the same schedule as all other media types			