

Form RC-2

Page 1 of 5

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

*Approved*  
*7-31-08*

1) TO: Wayne County Records Commission, Tel. No: 330-287-5400  
428 West Liberty Street Wooster, Ohio 44691 Wayne  
 ADDRESS (CITY) (ZIP CODE) (COUNTY)

2) FROM: Wayne County Municipal Court Administration  
 (POLITICAL SUBDIVISION NAME) (UNIT)  
*[Signature]* Doug Johnson Court Administrator 7/22/08  
 SIGNATURE OF RESPONSIBLE OFFICIAL (TITLE) (DATE)

3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 21.22 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 \_\_\_\_\_ as reflected by the minutes kept by his commission.

Chairman, Records Commission:  
 \_\_\_\_\_  
 Signature Date

4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):  
 \_\_\_\_\_  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:  
 \_\_\_\_\_  
 For the Ohio Auditor of State Date

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

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
WMC-1	MISCELLANEOUS JOURNAL	PERMANENT	PAPER	<i>Microfilm</i> <i>?</i>
WMC-2	ANNUAL REPORTS	PERMANENT	PAPER	<i>Microfilm</i> <i>?</i>
WMC-3	BANK RECORDS	3 YEARS/ PROVIDED AUDIT	PAPER	

Form RC-2

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Wayne County Municipal Court  
(political subdivision name) (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
WMC-4	CASH BOOKS	3 YEARS PROVIDED AUDIT	PAPER	
WMC-5	COMMUNICATION RECORDS, CORRESPONDENCE RECORDS, DRAFTS AND INFORMAL NOTES, PUBLICATIONS RECEIVED	RETAIN UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER	
WMC-6	EMPLOYMENT APPLICATIONS	2 YEARS	PAPER	
WMC-7	EMPLOYEE BENEFIT AND LEAVE RECORDS	3 YEARS PROVIDED AUDIT	PAPER	
WMC-8	EMPLOYEE HISTORY AND DISCIPLINE RECORDS	10 YEARS AFTER TERMINATION	PAPER	
WMC-9	FISCAL RECORDS	3 YEARS PROVIDED AUDIT	PAPER	

Form RC-2

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FROM: Wayne County Municipal Court  
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
WMC-10	GRANT RECORDS	3 YEARS AFTER THE EXPIRATION	PAPER	
WMC-11	RECORD OF PROCEEDINGS	1 YEAR	VIDEO AUDIO DIGITAL RECORD	
WMC-12	PAYROLL RECORDS	3 YEARS PROVIDED AUDIT	PAPER	
WMC-13	RECEIPT RECORDS	3 YEARS PROVIDED AUDIT	PAPER	
WMC-14	REQUEST FOR PROPOSALS, BIDS AND CONTRACTS	3 YEARS AFTER EXPIRATION OF CONTRACT	PAPER	
WMC-15	AUDITOR REPORTS	PERMANENT	PAPER/MICRO-FILM AS PERMANENT COPY	<i>Microfilm?</i>

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FROM: Wayne County Municipal Court (unit)  
(political subdivision name)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
WMC-16	MONETARY RECORDS	3 YEARS PROVIDED AUDIT	PAPER	
WMC-17	RENTAL ESCROW ACCOUNT RECORDS	5 YEARS AFTER THE LAST DEPOSIT DATE	PAPER	
WMC-18	YEARLY REPORTS	PERMANENT	PAPER/MICROFILM AS PERMANENT RECORD	<i>Microfilm?</i>
<i>1-19</i> <i>204</i> WMC-19	CIVIL AND SMALL CLAIMS CASE FILES	2 YEARS AFTER AUDIT	PAPER	
WMC-20	DUI CASE FILES		PAPER	<i>50 yrs ? Microfilm</i>
WMC-21	FIRST THROUGH FOURTH DEGREE MISDEMEANOR TRAFFIC AND CRIMINAL CASE FILES		PAPER	<i>25 yrs ? Microfilm</i>

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FROM: Wayne County Municipal Court  
(political subdivision name) (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
WMC-22	MINOR MISDEMEANORS TRAFFIC AND CRIMINAL CASE FILES	1 YEAR AFTER AUDIT REPORT	PAPER	
WMC-23	PARKING TICKET RECORDS	UNTIL AUDIT	PAPER	
WMC-24	REAL ESTATE	PERMANENT	PAPER/ MICROFILM AS PERMANENT REC- ORD	<i>Microfilm?</i>
WMC-25	SEARCH WARRANT RECORDS	5 YEARS	PAPER	