



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

WAYNE COUNTY

(local government entity)

Angela Schaad
(signature of responsible official)

ANGELA SCHAAD
(name)

MUNICIPAL COURT PROBATION DEPARTMENT

(unit)

CHIEF PROBATION
OFFICER
(title)

4-11-16
(date)

Section B: Records Commission

WAYNE COUNTY

Records Commission

330-287-5418

(telephone number)

428 West Liberty Street
(address)

Wooster
(city)

44691
(zip code)

Wayne
(county)

To have this form returned to the Records Commission electronically, include an email address: dhodgson@wayneohio.org

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

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

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.**



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Section E: Records Retention Schedule

WAYNE COUNTY

(local government entity)

MUNICIPAL COURT PROBATION DEPARTMENT

(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
PROB-01	CLOSED PROBATION FILES	7 YEARS	PAPER		<input type="checkbox"/>
PROB-02	CLOSED HOME ARREST FILES	7 YEARS	PAPER		<input type="checkbox"/>
PROB-03	CLOSED DRIVING PRIVILEGES FILES	1 YEAR	PAPER		<input type="checkbox"/>
PROB-04	PHONE MESSAGES	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-05	EMAIL - SPAM, DOES NOT SET POLICY OR ESTABLISH OFFICE GUIDELINES EMAIL - SETS POLICY OR DOCUMENTS THE ORGANIZATION, FUNCTIONS, POLICIES, DECISIONS, PROCEDURES, OPERATIONS, OR OTHER ACTIVITIES OF THE OFFICE	DELETE IMMEDIATELY PRINT OR SAVE; ERASE EMAIL WHEN NO LONGER OF VALUE	DIGITAL		<input type="checkbox"/>
PROB-06	INTEROFFICE COMMUNICATIONS -POST-ITS -DRAFTS -INFORMAL NOTES -REMINDER NOTES -MEETING AGENDAS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-07	BULLETINS, ANNOUNCEMENTS, POSTERS, GENERAL NOTICES AND DISPLAYS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-08	UNSOLICITED CORRESPONDENCE	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-09	PLANNING SCHEDULES, CALENDARS, TRAINING INFORMATION AND OTHER DATA ON DISPLAY BOARDS, ERASABLE AND DRY-ERASE BOARDS, CHALKBOARDS, EASEL PADS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	VARIOUS		<input type="checkbox"/>



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PROB-10	COPIES - READING, INFORMATIONAL AND REFERENCE	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-11	BUSINESS CARDS, ROLODEX CARDS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-12	PROFESSIONAL AND TRADE MAGAZINES, CATALOGS, REFERENCE PUBLICATIONS AND DIRECTORIES	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-13	EQUIPMENT OPERATING AND MAINTENANCE MANUALS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-14	EQUIPMENT MAINTENANCE AND REPAIR RECORDS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-15	DATA LOGS	5 YEARS	PAPER		<input type="checkbox"/>
PROB-16	COMMUNITY SERVICE - CLOSED FILES - ACTIVITY LOGS - TIMESHEETS - CONTRACTS	7 YEARS	PAPER		<input type="checkbox"/>
PROB-17	FORMS - BLANK - UNUSED	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-18	APPT. BOOKS, RECORDS, CALENDARS, SCHEDULES, ORGANIZERS AND PLANNERS	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-19	FACSIMILE LOGS, COVER SHEETS, CONFIRMATION NOTICES	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	PAPER		<input type="checkbox"/>
PROB-20	PHOTOGRAPHS, NEGATIVES OR ELECTRONIC IMAGES	RETAIN UNTIL NO LONGER OF VALUE THEN DESTROY	VARIOUS		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>