



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
 MAY 02 2024
 STATE AND LOCAL
 GOVERNMENT RECORDS

*Approved
 5-24-24*

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

Wayne County

Wayne County Municipal Court Probation Department

(Local Government Entity)

(Unit)

J. McGrath
 (Signature of Responsible Official)

Justin McGrath

Chief Probation Officer

4/10/24
 (Date)

(Name)

(Title)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Wayne County

330-287-5418

Records Commission
 428 West Liberty Street

Wooster

(Telephone Number)
 44691

Wayne

(Address)

(City)

(Zip Code)

(County)

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

dhodgson@wayneohio.org & cshull@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.

[Signature]
 Records Commission Chair Signature

5/2/24
 Date

Section C: Ohio History Connection - State Archives

Amy Czubak

Digitally signed by Amy Czubak
 Date: 2024.05.15 14:07:02 -04'00'

Government Records Archivist

5/15/2024

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2024.05.24 08:34:47 -04'00'

Records Manager

Signature

Title

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

WAYNE COUNTY
MUNICIPAL COURT PROBATION DEPARTMENT

(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 LGRP	(6) RC-3 Required by LGRP
PROB - 1	Closed Probation Files	7 Years	Destroy paper / Permanently retain digital		<input type="checkbox"/>
PROB - 2	Closed Home Arrest Files	7 Years	Destroy paper / Permanently retain digital		<input type="checkbox"/>
PROB - 3	Closed Driving Privileges Files	1 Year	Destroy paper / Permanently retain digital		<input type="checkbox"/>
PROB - 4	Phone Messages	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB - 5	<u>Email</u> – Spam, does not set policy or establish office guidelines	Delete immediately	Digital		<input type="checkbox"/>
	<u>Email</u> – sets policy or documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office	Print or save; erase when no longer of value	Digital		<input type="checkbox"/>
PROB - 6	<u>Interoffice Communication</u> – post-its, drafts, informal notes, reminder notes, meeting agendas	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB - 7	Bulletins, Announcements, Posters, General Notices and Displays	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB - 8	Unsolicited Correspondence	Retain until no longer of value	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***WAYNE COUNTY****MUNICIPAL COURT PROBATION DEPARTMENT**

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or LGRP	(6) RC-3 Required by LGRP
PROB – 9	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	Various		<input type="checkbox"/>
PROB – 10	<u>Copies</u> – reading, informational and reference	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 11	Business Cards, Rolodex Cards	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 12	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 13	Equipment Operating and Maintenance Manuals	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 14	Equipment Maintenance and Repair Records	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 15	Data Logs	5 Years	Paper / Digital		<input type="checkbox"/>
PROB – 16	<u>Community Service</u> – closed files, activity logs, timesheets, contracts	7 Years	Destroy paper / Permanently retain digital		<input type="checkbox"/>
PROB – 17	<u>Forms</u> – blank, unused	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 18	Appt. Books, Records, Calendars, Schedules, Organizers and Planners	Retain until no longer of value	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

WAYNE COUNTY

MUNICIPAL COURT PROBATION DEPARTMENT

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or LGRP	(6) RC-3 Required by LGRP
PROB – 19	Facsimile Logs, Cover Sheets, Confirmation Notices	Retain until no longer of value	Paper		<input type="checkbox"/>
PROB – 20	Photographs, Negatives or Electronic Images	Retain until no longer of value	Various		<input type="checkbox"/>
PROB – 21	<u>Evidence</u> – illegal contraband, equipment, items, etc... confiscated from a defendant's person, vehicle, and/or home that is not permitted or illegal	Retain until the probation case has been closed and no longer of value	Various		<input type="checkbox"/>
PROB – 22	<u>Evidence Log</u> – Record of illegal contraband, equipment, items, etc... confiscated from a defendant's person, vehicle, and/or home that is not permitted or illegal	1 Year after the probation case has been terminated	Paper / Digital		<input type="checkbox"/>
PROB - 23	<u>Transient Documents</u> – All informal communications which convey information of temporary importance in lieu of oral communication including telephone voicemail, chats, posts, instant messages, text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars. These communications have very little administrative value as they do not set policy, establish guidelines, define procedures, certify a transaction, or become a receipt	Retain until no longer of administrative value	Paper / Digital		<input type="checkbox"/>