

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County Records Commission 937-225-4284 Telephone Number

451 W Third St. Dayton 45422 Montgomery
 (address) (city) (zip code) (county)

(2) FROM: Montgomery County Common Pleas Clerk of Courts
 (political subdivision name) (unit)

Gregory Brush Gregory Brush Clerk of Courts
 (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 Dec. 12, 2008 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Judy Dodge 12-12-08
 Signature Date

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

And Smardell 1/2/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 2-1-09
 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
08-1	CONCEALED WEAPONS BOND (OBSOLETE-NOW HANDLED BY SHERIFF'S OFFICE)	10 YEARS	PAPER	
08-2	CORONER'S RECORD (OBSOLETE-NOW HANDLED BY CORONER'S OFFICE)	PERMANENT	PAPER	
08-3	CORONER'S RECORD (OBSOLETE-NOW HANDLED BY CORONER'S OFFICE)	PERMANENT	MICROFILM	
08-4	MOTIONS LISTS (OBSOLETE-LISTING OF ALL MOTIONS DELIVERED TO INDIVIDUAL JUDGES)	2 YEARS	PAPER	

OHIO HISTORICAL SOCIETY
 MICROFILM
 DEC 31 2008
 STATE ARCHIVAL RECORDS

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Montgomery County Common Pleas Clerk of Courts
(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
08-5	PLEADINGS LISTS (OBSOLETE-LISTING OF ALL PLEADINGS DELIVERED TO INDIVIDUAL JUDGES)	2 YEARS	PAPER	
08-6	VICTIM/WITNESS RECORDS (FILES ON RESTITUTION/COMPENSATION PAID)	15 YEARS	PAPER	
08-7	MIAMI CONSERVANCY DISTRICT RECORDS	UNTIL SCANNED	PAPER	
08-8	MIAMI CONSERVANCY DISTRICT RECORDS	PERMANENT	ELECTRONIC	
08-9	MIAMI CONSERVANCY DISTRICT RECORDS	PERMANENT	MICROFILM	
08-10	REAL ESTATE LICENSES	PERMANENT	MICROFILM	
08-11	RECORD BOOKS	PERMANENT	PAPER	
08-12	RECORD BOOKS	PERMANENT	MICROFILM	
08-13	ELECTIONS RECORDS (OBSOLETE)	2 YEARS	PAPER	
08-14	FUGITIVE CASES (EXTRA-DITIONS)	15 YEARS	PAPER	
08-15	JURY RECORDS (ALL GRAND JURY RECORDS)	5 YEARS	PAPER	
08-16	ANNUAL REPORTS (SERVICE STATISTICS)	PERMANENT UNTIL MICRO-FILMED	PAPER	
08-17	ANNUAL REPORTS (SERVICE STATISTICS)	PERMANENT	MICROFILM	
ALL OTHER RECORDS ARE COVERED UNDER THE OHIO SUPREME COURT RULES OF SUPERINTENDENCE				
ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS				