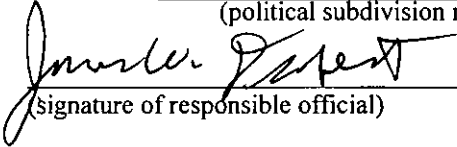


# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

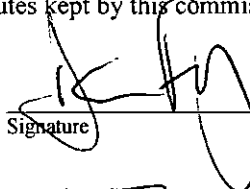
451 W. Third Street Dayton 45422 Montgomery  
 (address) (city) (zip code) (county)

(2) FROM: Montgomery County Common Pleas Court, General Division, Court Services  
 (political subdivision name) (unit)

 James W. Drubert Court Administrator 5/21/10  
 (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 June 21, 2010 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 6-21-10  
 Signature Date

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

Fred Priddy 7-19-10  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mark 8-2-10  
 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
10-1	Case files (Pretrial): Investigative Forms, Recommendations and other Client information	5 years	Electronic	
10-2	Source documents for Pretrial case files	15 days	Paper	
10-3	HIV Testing Files (Pretrial): Results of HIV/STD Testing	5 years	Electronic	
10-4	Source documents for HIV files	15 days	Paper	
10-5	Sealing of Records – Sealed Cases	Permanently	Electronic/ Microfilm	

**\*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
10-6	Case Files (Probation) Master Files	Permanently	Microfilm	
10-7	Source Documents for Probation Master Files	15 days	Paper	
10-8	PSI/ILC Files: Investigations Forms and other client information	Permanently	Microfilm	
10-9	Source Document for PSI/ILC Files	15 days	Paper	