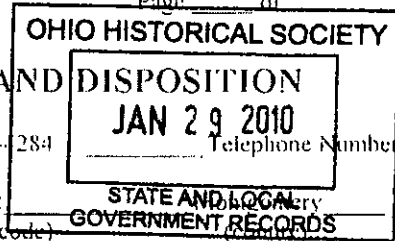


SCHEDULE OF RECORDS RETENTION AND DISPOSITION



(1) TO: Montgomery County Records Commission 937-225-1284 Telephone Number
451 W. Third St. Dayton 45422 (address) (city) (zip code)

(2) FROM: Montgomery County Common Pleas Court-General Division
 (political subdivision name) (unit)
James W. Drubert James W. Drubert Court Administrator 4-10-09
 (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 Jan. 21, 2010 as reflected by the minutes kept by this commission.

Chairman, Records Commission: [Signature] 1/21/10
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):
Charles A. Wash Jr. 2/11/10
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mohr 3-1-10
 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
08-1	COURT PROCEEDINGS CIVIL (STENO NOTES)	90 DAYS FROM JOURNALIZATION OF FINAL APPEAL	PAPER	
08-2	COURT PROCEEDINGS CIVIL (JOURNALIZATION VHS TAPES, CD-ROM)	90 DAYS FROM OF FINAL APPEAL	ELECTRONIC	
08-3	COURT PROCEEDINGS CRIMINAL (STENO NOTES)	5 YEARS AFTER COMPLETION OF SERVICE	PAPER	
08-4	COURT PROCEEDINGS CRIMINAL (VHS TAPES, CD-ROM)	5 YEARS AFTER COMPLETION OF SERVICE	ELECTRONIC	
08-5	COURT PROCEEDINGS CRIMINAL-MURDER (STENO NOTES)	15 YEARS AFTER COMPLETION OF SERVICE	PAPER	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Montgomery County Common Pleas Court-General Division _____
(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
08-6	COURT PROCEEDINGS MURDER (VHS TAPES, CD-ROM)	15 YEARS AFTER COMPLETION OF SERVICE	ELECTRONIC	
08-7	COURT PROCEEDINGS CAPITAL (STENO NOTES)	PERMANENT	PAPER	
08-8	COURT PROCEEDINGS CAPITAL (VHS TAPES, CD-ROM)	PERMANENT- MUST BE TRAN-SCRIBED TO PAPER OR MICROFILM FOR PERMANENT STORAGE (PER OHIO SUPREME COURT RULES OF SUPER-INTENDENCE)	ELECTRONIC	
08-9	COURT PROCEEDINGS CAPITAL	PERMANENT	MICROFILM	
08-10	JURY DISMISSAL	30 DAYS AFTER DISMISSAL	PAPER	
08-11	JURY DISMISSAL	30 DAYS AFTER DISMISSAL	ELECTRONIC	
08-11	JUROR QUESTIONS	21 DAYS AFTER TRIAL COMPLETION	PAPER	
08-12	JUROR QUESTIONS	21 DAYS AFTER TRIAL COMPLETION	ELECTRONIC	
08-13	JURY LISTS	1 YEAR	PAPER	
08-14	JURY LISTS	1 YEAR	ELECTRONIC	
08-15	MASTER JURY SHEETS	1 YEAR	PAPER	
08-16	MASTER JURY SHEETS	1 YEAR	ELECTRONIC	
08-17	ARRAIGNMENT SCHEDULES	2 YEARS	PAPER	
08-18	ASSIGNMENT SHEETS	2 YEARS	PAPER	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Montgomery County Common Pleas Court-General Division
(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
08-19	ASSIGNMENT SHEETS	2 YEARS	ELECTRONIC	
08-20	TERMINATION REPORT	2 YEARS	PAPER	
08-21	DOCKET/ARRAIGNMENT SCHEDULE	2 YEARS	PAPER	
08-22	DOCKET/ARRAIGNMENT SCHEDULE	2 YEARS	ELECTRONIC	
08-23	CASE FILES (PRETRIAL); INVESTIGATION FORMS, RECOMMENDATIONS & OTHER CLIENT INFORMATION	5 YEARS	ELECTRONIC	
08-24	CASE FILES (PROBATION); MASTER FILES	PERMANENT	MICROFILM	
08-25	HIV TESTING FILES	3 YEARS	PAPER	
08-26	SEALING OF RECORDS	PERMANENT	PAPER	
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				