



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

OHIO HISTORY CONNECTION

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DEC 23 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Montgomery County Coroner's Office

(local government entity)

(unit)

Kent Harshbarger
 (signature of responsible official)

Kent Harshbarger, M.D., J.D.
 (name)

Coroner
 (title)

24 July 2019
 (date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

Records Commission

(telephone number)

117 S. Main St. PO Box 972
 (address)

Dayton
 (city)

45422
 (zip code)

Montgomery
 (county)

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

Pat Diebman
 Records Commission Chair Signature

12-18-19
 Date

Section C: Ohio Historical Society - State Archives

Amy Gibson
 Signature

Govt. Rec. Archivist
 Title

1/10/2020
 Date

Section D: Auditor of State

Martin E. Mueh
 Signature

1-21-20
 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

Montgomery County Coroner's Office

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
19-1	Autopsies: Case files containing all source documents and computer-generated records on each case investigated.	Retain until digitized. No RC-3 required.	Paper		<input type="checkbox"/>
19-2	Autopsies: Case files containing all source documents and computer-generated records on each case investigated.	Permanent	Electronic		<input type="checkbox"/>
19-3	Autopsies: Case files containing all source documents and computer-generated records on each case investigated.	Permanent	Microfilm		<input type="checkbox"/>
19-4	Case File Supporting Documents: Instrumental data, chain-of-custody, toxicology reports, etc.	5 years	Paper/ Electronic		<input type="checkbox"/>
19-5	Inquests: Case files containing all source documents and computer-generated records on each case investigated.	Permanent	Paper		<input type="checkbox"/>
19-6	Case Slides: Color transparencies taken of investigation scenes and of office's subsequent activities.	4 years. Review homicides for additional retention.	Film		<input type="checkbox"/>
19-7	Digital Photographs and X-Rays: Photographs and X-Rays taken in the course of an investigation.	5 years. Review homicides for additional retention.	Electronic		<input type="checkbox"/>
19-8	Index to Case Files: Index to autopsies and inquests.	Permanent	Electronic		<input type="checkbox"/>
19-9	Index to Case Files: Index to autopsies and inquests.	Permanent	Microfilm		<input type="checkbox"/>
19-10	Instrumental Maintenance Records: Maintenance records for scientific equipment.	5 years after life of equipment.	Paper		<input type="checkbox"/>
19-11	Histology Samples: Tissue samples taken at time of autopsy.	6 months	Biological		<input type="checkbox"/>

(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
19-12	Tissue Blocks: Tissue samples assembled in paraffin blocks.	Homicides permanent. All others, 10 years.	Biological		<input type="checkbox"/>
19-13	Microscopic Slides: Glass slides made from tissue block samples.	Homicides permanent. All others, 25 years.	Biological		<input type="checkbox"/>
19-14	Toxicology Specimens: Solid tissue sample.	6 months	Biological		<input type="checkbox"/>