

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery Records Commission 937-225-4284 Telephone Number
451 W Third St Dayton 45422 Montgomery
 (address) (city) (zip code) (county)

(2) FROM: Court of Appeals of Ohio, Second Appellate District
 (political subdivision name) (unit)

William H. Wolff, Jr. William H. Wolff, Jr. Presiding and Administrative Judge 11-21-2008
 (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): Andrzej Marek 1/2/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mohr 2-4-09
 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 |
|---|--|---|--------------------|--|
| 08-01 | DOCKET SHEETS- Case summary sheet while active; duplicated on permanent record with Clerk of Courts | Two (2) Years after termination of case | Paper | |
| 08-02 | INTERNAL CASE FILES- Copies of pleadings and other paperwork used by the court for preparation of final work product. | Current plus eighteen (18) months after case has been closed. | Paper | |
| 08-03 | STATISTICAL REPORTS- Monthly for internal auditing Quarterly to the Supreme Court | Permanent Permanent | Paper Paper | |
| ALL OTHER RECORDS ARE COVERED BY THE OHIO SUPREME COURT RULES OF SUPERINTENDENCE ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS. | | | | |