



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JUL 15 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Montgomery County Common Pleas Court

Domestic Relations Court

(Local Government Entity)

(Unit)

Judge Denise L. Cross

Judge Denise L. Cross

Administrative Judge

4-15-19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Montgomery County Records Commission

(937) 496-6932

(Telephone Number)

117 South Main Street, 6th Floor

Dayton

45422

Montgomery

(Address)

(City)

(Zip Code)

(County)

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

ratcliff@mcobio.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.

Rob Lieberman

7/10/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Whisen

Govt. Rec. Archivist

7/24/19

Signature

Title

Date

Section D: Auditor of State

Martin E. Muel

Records Mgr

8-8-19

Signature

Title

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 (RC-2) – Part 2

See instructions before completing this form.

Montgomery County Common Pleas Court

Domestic Relations Court

(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 LGRP	(6) RC-3 Required by LGRP
19-1	Assigned Visiting Judge Records: Copies of documentation filed with Clerk of Courts and County Auditor.	2 years	Paper/ Electronic		<input type="checkbox"/>
19-2	Capias Records: Duplicate follow-up record from Clerk of Courts.	2 years	Paper/ Electronic		<input type="checkbox"/>
19-3	Conciliation Court Records: Court file on each hearing parallel to those in the Clerk of Courts.	3 years	Paper/ Electronic		<input type="checkbox"/>
19-4	Confidential Divorce Record – With Children: Questionnaires and background information in numerical sequence parallel to the Clerk of Courts.	21 years	Paper/ Electronic		<input type="checkbox"/>
19-5	Confidential Divorce Record – Without Children: Questionnaires and background information in numerical sequence parallel to the Clerk of Courts.	10 years	Paper/ Electronic		<input type="checkbox"/>
19-6	Reporter Notes, Hearing Tapes and CDs: Can also include exhibits and transcripts.	5 years	Paper/ Electronic		<input type="checkbox"/>
19-7	Social Worker’s Confidential Notes: Duplicate copy of record in 19-6 for cases with children under age 14 years.	2 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Note: All other records are covered under the Ohio Supreme Court Rules of Superintendence.				<input type="checkbox"/>
					<input type="checkbox"/>