



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 Court of Common Pleas

Probate Division

(Local Government Entity)

(Unit)

Ginger F. Heuker

Ginger F. Heuker

Court Administrator

3/21/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

(Telephone Number)

117 S. 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@mcoho.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.

D. Lieberman

7/10/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Khosravi

Govt. Rec. Archivist

7/24/19

Signature

Title

Date

Section D: Auditor of State

Martin E. Mack

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 Court of Common Pleas

Probate Division

(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	Court Reporter's Notes: Stenographer notes taken by a court reporter to record court proceedings. Can also include exhibits and transcripts.	10 years	Paper		<input type="checkbox"/>
19-2	Marriage Consents: Record of the consent of a parent or guardian to the marriage of the minor for whom they are responsible.	Permanent	Paper		<input checked="" type="checkbox"/>
19-3	Marriage Returns: Certificate filed by person who performed a wedding ceremony certifying that the marriage was solemnized.	Permanent	Paper		<input checked="" type="checkbox"/>
19-4	Proof of Publication: Notarized forms filed with the court by newspaper representatives swearing that legal notices have been published.	5 years	Paper		<input type="checkbox"/>
	Note: All other records are covered under the Ohio Supreme Court Rules of Superintendence				