



AUG - 5 2015

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 Prosecuting Attorney

All Divisions

(local government entity)

^{H.}
Mathias Heck, Jr.

(unit)
Prosecuting Attorney

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

(telephone number)

117 S. Main Street PO Box 972

Dayton

45422

Montgomery County

(address)

(city)

(zip code)

(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.

[Signature]

7-15-15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]
Signature

Government Records Archivist^x
Title

8/14/15
Date

Section D: Auditor of State

[Signature]
Signature

Records Mgr
Title

8-24-15
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 Prosecuting Attorney

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(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
	Administrative Division				
15-1	Bank Receipts, Bank Statements and Cancelled Checks: Records on all bank transactions.	4 years	Paper		<input type="checkbox"/>
	Appellate Division				
15-2	Case Files: Files created upon the filing of a notice of appeal.	15 years	Paper		<input type="checkbox"/>
15-3	Case Files – Homicide and Sexual Assault Cases: Files created upon the filing of a notice of appeal in a homicide or sexual assault case.	Permanent	Paper		<input type="checkbox"/>
15-4	Case Index System	Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
	Civil Division				
15-5	Civil Case Files: Individual case folders for civil cases—all types.	10 years after case is closed.	Paper		<input type="checkbox"/>
15-6	Client Files: Files maintained by attorneys on county or township clients.	Annual review	Paper		<input type="checkbox"/>
15-7	Contract Files: Work files resulting from the preparation of contracts to which Montgomery County is a party.	15 years from the end of the contract.	Paper		<input type="checkbox"/>
15-8	Opinions: Legal opinion provided by the Prosecutor's Office attorneys to county and township clients.	Permanent	Paper/ Microfilm		<input checked="" type="checkbox"/>

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	Criminal Division				
15-9	Case Index System	Permanent	Electronic/ Microfilm		<input type="checkbox"/>
15-10	Criminal Case Files: Individual case folders for criminal cases NOT INCLUDING homicide or sexual assault cases.	15 years after case is closed.	Paper		<input type="checkbox"/>
15-11	Criminal Case Files—Homicide and Sexual Assault Cases	Permanent	Paper		<input type="checkbox"/>
15-12	Grand Jury Tapes	5 years	Electronic		<input type="checkbox"/>
	Diversion Division				
15-13	Client Case Cards	Permanent	Paper/ Electronic		<input type="checkbox"/>
15-14	Client Sign In Sheets: Sign In Sheets used to document client's appearance in Diversion offices.	5 years	Paper		<input type="checkbox"/>
15-15	Database Records: Records on defendants, complainants and restitution payments from defendants stored in computer database.	Permanent	Electronic/ Microfilm		<input type="checkbox"/>
15-16	Diversion Case Files: Individual case folders on successful administrative terminations.	5 years after nolle of case.	Paper		<input type="checkbox"/>
15-17	Diversion Case Files: Individual case folders on unsuccessful terminations.	5 years after case is terminated.	Paper		<input type="checkbox"/>

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Fraud and Economic Crimes Division					
15-18	Closed Complaint Files: Files on complaints received which did NOT result in criminal prosecution.	5 years	Paper		<input type="checkbox"/>
15-19	Confiscated and Subpoenaed Records: Records which have been seized, confiscated, subpoenaed during investigations which did NOT result in prosecution and which cannot be returned due to inability to locate owner of records.	5 years	Paper		<input type="checkbox"/>
15-20	Database Complaint Records: Complaint information which is recorded and maintained in a computer database in the division office.	Permanent	Electronic/ Microfilm		<input type="checkbox"/>
Juvenile Division					
15-21	Adult Worksheets: Worksheets showing case and defendant data on adults charged with criminal offenses through Juvenile Court.	25 years	Paper		<input type="checkbox"/>
15-22	Criminal Case Files: Individual case folders on adult offenders only.	15 years after case is closed.	Paper		<input type="checkbox"/>
15-23	Juvenile Worksheets: Worksheets showing case and defendant dates on juveniles charged with criminal offenses through Juvenile Court.	10 years	Paper		<input type="checkbox"/>
Victim/Witness Division					
15-24	Case Files: Individual client files for cases referred to the Victim/Witness Division NOT INCLUDING child sexual abuse, homicide, sexual assault cases.	10 years	Paper		<input type="checkbox"/>

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15-25	Case Files—Child Sexual Abuse (Orange Files): Individual client files for child sexual abuse cases referred to the Victim/Witness Division.	Permanent	Paper		<input type="checkbox"/>
15-26	Case Files—Homicide (Blue Files): Individual client files for homicide cases referred to the Victim/Witness Division.	Permanent	Paper		<input type="checkbox"/>
15-27	Case Files—Sexual Assault (Yellow Files): Individual client files for sexual assault cases referred to the Victim/Witness Division.	Permanent	Paper		<input type="checkbox"/>
15-28	Case Index: Two separate indices, one by victim and one by defendant.	10 years	Paper/ Electronic		<input type="checkbox"/>
15-29	Case Log Book: Chronological record of incoming cases, summary since 1974.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
15-30	Database Case Records: Computer database records on every case referred for service.	Permanent	Electronic/ Microfilm		<input type="checkbox"/>