



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

JUL 05 2016

STATE AND LOCAL GOVERNMENT

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

Public Defender's Office

(local government entity)

(unit)

D.K. Rudy Wehner

Director

(signature of responsible official)

(name)

(title)

(date)

D.K. Rudy Wehner

Director

JUNE 22, 2016

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

(telephone number)

117 South Main Street PO Box 972

Dayton

45422

Montgomery

(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.

Judith Dodge

6-30-16

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Brindler

Local Government Records Archivist

7/8/16

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

Records Mgr

7-26-16

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

Public Defender'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 LGRP	(6) RC-3 Required by LGRP
16-1	Felony Index	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
16-2	Felony Case Files	15 years after closed	Paper		<input type="checkbox"/>
16-3	Juvenile Index	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
16-4	Juvenile Cases	15 years after closed	Paper		<input type="checkbox"/>
16-5	Misdemeanor Index	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
16-6	Misdemeanor Cases	2 years after closed	Paper		<input type="checkbox"/>
16-7	Post-Conviction Index	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
16-8	Post-Conviction Cases	15 years	Paper		<input type="checkbox"/>