

MAY 10 2021

STATE AND LOCAL
GOVERNMENT RECORDS

Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Mahoning County</u> (local government entity)	<u>Prosecutor's Office</u> (unit)
<u>[Signature]</u> (signature of responsible official)	<u>Paul J. Gains</u> (name) <u>Prosecutor</u> (title) <u>4-5-2021</u> (date)

Section B: Records Commission

<u>Mahoning County Records Commission</u>	<u>330-740-2130</u> (telephone number)
<u>Records Commission</u>	
<u>21 W. Boardman St. , 2nd Floor</u> (address)	<u>Youngstown, OH</u> (city) <u>44503</u> (zip code) <u>Mahoning</u> (county)

To have this form returned to the Records Commission electronically, include an email address: nlaboy@mahoningcountyoh.gov

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]
Records Commission Chair Signature

4/19/21
Date

Section C: Ohio Historical Society - State Archives

<u>[Signature]</u> Signature	<u>Local Government Records Archivist</u> Title	<u>5-20-21</u> Date
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Section D: Auditor of State

Signature

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

Mahoning County, Ohio

Prosecutor'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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2021-PROS-01 (2019-PROS-01; 2015-PROS-01)	Accounts Payable Records- Includes invoices, vouchers and requests for payment	Retain 4 years, provided audited.	Paper or Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C	<input type="checkbox"/>
2021-PROS-02 (2019-PROS-02; 2015-PROS-02)	Annual Budgets- Budget and budget preparation work documents	Retain 10 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-03 (2019-PROS-03; 2015-PROS-03)	Autopsy Reports	Permanent	Paper		<input checked="" type="checkbox"/>
2021-PROS-04 (2019-PROS-04; 2015-PROS-04)	Bank Account Ledgers and Documents- Includes ledger books, bank statements, cancelled checks and other documents relating to various accounts maintained by prosecutor's office	Retain 5 years, provided audited.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-05 (2019-PROS-05; 2015-PROS-05)	Budget Adjustments and Transfers- Originals kept by auditor/treasurer/commissioners	Retain 3 years, provided audited.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-06 (2019-PROS-06; 2015-PROS-06)	Calendars, Appointment Books, Daily Planners –Records which document daily activities of the office. Includes staff member calendars and schedules, daily work logs, appointment information and desk calendars	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-07 (2019-PROS-07; 2015-PROS-07)	Case Files- Appellate Division- Appellate case files	Retain 2 years after final disposition of case and all appeals.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-08a (2019-PROS-08a; 2015-PROS-08a; 99-1)	Case Files-Civil Division- Includes most cases assigned to or monitored by the civil division. Does not include cases relative to the collection of taxes, Board of Tax Appeals case files, juvenile case files or criminal non-support case files	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-08b (2019-PROS-08b; 2015-PROS-08b; 99-1)	Case Files- Civil Division- - Includes most cases assigned to or monitored by the civil division. Does not include cases relative to the collection of taxes, Board of Tax Appeals case files, juvenile case files or criminal non-support case files	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-09 (2019-PROS-09; 2015-PROS-09)	Case Files- Civil (Delinquent Tax) Division- includes all cases in which the county has an interest due to taxes or other unpaid obligations, e.g., Bank Foreclosures, Probate Cases, Eminent Domain cases, etc.	Retain until claim for taxes satisfied (no RC-3 required).	Paper or Electronic		<input type="checkbox"/>
2021-PROS-10 (2019-PROS-10; 2015-PROS-10)	Case Files- Civil (Delinquent Tax) Division-Bankruptcy Proof of Claim Files	Retain until claim for taxes satisfied (no RC-3 required).	Paper or Electronic		<input type="checkbox"/>
2021-PROS-11 (2019-PROS-11; 2015-PROS-11)	Case Files- (Delinquent Tax) Civil Division-Bankruptcy Proof of Claim Log	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
2021-PROS-12a (2019-PROS-12a; 2015-PROS-12a)	Case Files- Civil Division- Board of Tax Appeals case files	Retain 10 years after final disposition, then microfilm.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-12b (2019-PROS-12b; 2015-PROS-12b)	Case Files- Civil Division- Board of Tax Appeals case files	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-13a (2019-PROS-13a; 2015-PROS-13a)	Case Files- Civil (Delinquent Tax) Division- includes all cases filed in an attempt to collect delinquent taxes or other unpaid obligations or liens, e.g., Delinquent Tax, Lien Forward and Land Bank Foreclosures, etc.	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-13b (2019-PROS-13b; 2015-PROS-13b)	Case Files- Civil (Delinquent Tax) Division- includes all cases filed in an attempt to collect delinquent taxes or other unpaid obligations or liens, e.g., Delinquent Tax, Lien Forward and Land Bank Foreclosures, etc.	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-14 (2019-PROS-14)	Civil (Delinquent Tax) Division- Pre-foreclosure default letters	Retain paper until scanned. Retain electronic for 5 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-15 (2019-PROS-15)	Civil (Delinquent Tax) Division- Monthly Land Bank Invoices	Retain paper until scanned. Retain electronic for 5 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-16 (2019-PROS-16)	Civil (Delinquent Tax) Division- Acquisition Lists Spreadsheets Obsolete beginning Jan.1, 2021	Retain until no longer of administrative value.	Electronic		<input type="checkbox"/>
2021-PROS-17 (2019-PROS-17)	Civil (Delinquent Tax) Division- Copies of pleadings, payoff letters, owner correspondence, title work and miscellaneous documents created in connection with the collection of delinquent taxes	Retain paper until scanned. Retain electronic for 5 years.	Paper or Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2021-PROS-18 (2019-PROS-18)	Civil (Delinquent Tax) Division- Chargeback Spreadsheets Obsolete beginning Jan.1, 2021	Retain 5 years.	Electronic		<input type="checkbox"/>
2021-PROS-19 (2019-PROS-19)	Civil (Delinquent Tax) Division- transient documents used for meetings	Retain until no longer of administrative value (no RC- 3 required).	Paper or Electronic		<input type="checkbox"/>
2021-PROS-20 (2019-PROS-20)	Civil (Delinquent Tax) Division- Documents prepared in conjunction with deeds in lieu of foreclosure	Retain paper until scanned. Retain electronic for 5 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-21 (2019-PROS-21)	Civil (Delinquent Tax) Division- deed in lieu of foreclosure spreadsheets Obsolete beginning Jan.1, 2021	Retain until no longer of administrative value.	Electronic		<input type="checkbox"/>
2021-PROS-22a (2019-PROS-22a; 2015-PROS-14a; 99-2)	Case Files- Criminal Division (Prosecuted)- includes all documents and items in case file except confidential reports and print-outs (see listing under LEADS Reports for retention period for reports)	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-22b (2019-PROS-22b; 2015-PROS-14b; 99-2)	Case Files- Criminal Division (Prosecuted) - includes all documents and items in case file except confidential reports and print- outs (see listing under LEADS Reports for retention period for reports)	Permanent	Microfilm		<input checked="" type="checkbox"/>

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2021-PROS-23 (2019-PROS-23; 2015-PROS-22)	Case Files –Criminal Division (Unprosecuted) –includes all documents and items in case file, including copies of evidence provided for prosecution	i.) For lesser offenses, retain paper until scanned (no RC-3 required). Retain electronic 10 years after close of investigation. Return evidence and other exhibits to police agency after close of investigation. ii.) For cases involving death, rape or child sexual assault, scan and retain paper for 7 years after close of investigation (no RC-3 required). Retain electronic and all exhibits indefinitely.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-24 (2019-PROS-24; 2015-PROS-15)	Case Files- Criminal Division- Expungements- all records in cases which have been expunged	Retain paper until scanned (no RC-3 required). Retain electronic permanently.	Paper or Electronic		<input checked="" type="checkbox"/>
2021-PROS-25 (2019-PROS-25)	Criminal Case File Information Sheets/ Criminal Case Close-Out Sheets/ Other miscellaneous documents pertaining to criminal cases	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-26a (2019-PROS-26a; 2015-PROS-16a)	Case Files- CSEA Division (Prosecuted)- All documents created in connection with the prosecution of criminal non-support cases	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-26b (2019-PROS-26b; 2015-PROS-16b)	Case Files- CSEA Division (Prosecuted)- All documents created in connection with the prosecution of criminal non-support cases	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-27 (2019-PROS-27; 2015-PROS-17)	Case Files- CSEA Division (Unprosecuted)	Retain paper until scanned. Retain electronic until 10 years after close of investigation; return print- outs and other exhibits to CSEA or shred.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-28 (2019-PROS-28; 2015-PROS-18a)	Case Files- Juvenile Division- Abuse/ Neglect/ Dependency	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-29 (2019-PROS-29; 2015-PROS-18b)	Case Files- Juvenile Division- Abuse/ Neglect/ Dependency	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-30a (2019-PROS-30a; 2015-PROS-19a)	Case Files-Juvenile Division- Delinquency records for cases for which expungement is prohibited including: Aggravated Murder, Murder, Sexual Offenses	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-30b (2019-PROS-30b; 2015-PROS-19b)	Case Files-Juvenile Division- Delinquency records for cases for which expungement is prohibited including: Aggravated Murder, Murder, Sexual Offenses	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-31a (2019-PROS-31a; 2015-PROS-20a)	Case Files-Juvenile Division-Minor misdemeanor traffic cases and delinquency cases for which expungement is permitted	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-31b (2019-PROS-31b; 2015-PROS-20b)	Case Files-Juvenile Division-Minor misdemeanor traffic cases and delinquency cases for which expungement is permitted	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-32a (2019-PROS-32a; 2015-PROS-21a)	Case Files-Juvenile Division (Adult Contributors)	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-32b (2019-PROS-32b; 2015-PROS-21b)	Case Files-Juvenile Division (Adult Contributors)	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-33 (2019-PROS-33; 2015-PROS-23)	Civil Logs- Logs recording cases, opinion requests, contracts and miscellaneous matters handled by civil division Obsolete beginning Jan.1, 2021	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
2021-PROS-34a (2019-PROS-34a; 2015-PROS-24a)	Civil Miscellaneous Matters – Files which may include correspondence, legal advice to statutory clients on miscellaneous matters, responses to requests for legal advice that do not rise to the level of a formal or informal opinion, public records requests and responses, etc.	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-34b (2019-PROS-34b; 2015-PROS-24b)	Civil Miscellaneous Matters – Files and documents which may include correspondence, legal advice to statutory clients on miscellaneous matters, responses to requests for legal advice that do not rise to the level of a formal or informal opinion, public records requests and responses, pre-litigation demand letters and notifications, etc.	Permanent	Microfilm		<input checked="" type="checkbox"/>

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2021-PROS-35 (2019-PROS-35; 2015-PROS-25)	Contracts – Legal agreements for goods, equipment or services, including purchasing records, bid records and vouchers	If original, retain paper for life of contract, plus 8 years. If a copy of a client contract, retain paper until scanned. Retain electronic while contract active, plus 8 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-36 (2019-PROS-36; 2015-PROS-26)	Copies and discs- discovery copies and discs; copies of records filed with the court, including but not limited to grand jury reports; results of legal research; duplicates; subpoenas served; other miscellaneous records	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-37 (2019-PROS-37; 2015-PROS-27)	Correspondence – Non-Case Routine/General- Requests for routine information or publications provided to the public by the office which are answered by standard form letters. Routine correspondence also includes memos, faxes, resume submissions and responses and letters not related to complaints or investigations	Retain 6 months in paper or electronic.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-38 (2019-PROS-38; 2015-PROS-28)	Correspondence – Non-Case Administrative- Documents pertaining to interpretation and other miscellaneous inquiries not influencing office policy. Includes copies of out-going correspondence maintained for reference purposes	Retain paper until scanned. Retain electronic 8 years.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-39 (2019-PROS-39; 2015-PROS-29)	Correspondence – Non-Case Executive- Correspondence of the office dealing with significant aspects of the administration of the office	Retain paper until scanned. Retain electronic 8 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-40 (2019-PROS-40; 2015-PROS-30)	Criminal Investigation/ Prosecution Subpoenas	Retain until no longer of administrative value.	Paper		<input type="checkbox"/>
2021-PROS-41 (2019-PROS-41; 2015-PROS-31)	Disposal of Property Documents	Retain 3 years in paper or electronic format.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-42 (2019-PROS-42; 2015-PROS-32)	Drafts of letters, memos, charts, reports, notes, other miscellaneous documents	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-43 (2019-PROS-43; 2015-PROS-33)	Employee Rosters/ Directories	Continuously Updated- destroy previous versions.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-44 (2019-PROS-44; 2015-PROS-34; 5-1994)	Equipment Inventories	Retain 3 years in paper or electronic format.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-45 (2019-PROS-45; 2015-PROS-35)	Exhibit Records- Evidence used in court cases and administrative hearings. These records are not property of the Prosecutor's office and are returned to the client upon conclusion of the matter or shredded	Retain until returned to client or shredded.	Paper / Electronic /Various other media		<input type="checkbox"/>
2021-PROS-46 (2019-PROS-46; 2015-PROS-36)	Extradition Case Files- Records relating to the extradition of individuals where no criminal charges have been charged in Ohio	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-47 (2019-PROS-47; 2015-PROS-37)	Fuel usage and mileage records- Documents fuel usage and mileage by Prosecutor's Office employees for county-owned vehicles	Retain 3 years in paper or electronic format.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-48 (2019-PROS-48; 2015-PROS-38)	Fund Reports – Copies of reports sent to Attorney General regarding special funds maintained by Prosecutor's Office, including Furtherance of Justice Fund and others	Retain 5 years in paper or electronic format.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-49 (2019-PROS-49; 2015-PROS-39) (99-3)	Grand Jury Records-Documents produced in regards to the Grand Jury in relation to individual cases deliberated, cases transferred or no- billed, reports issued, schedule sheets, voting records and indictments returned.	Retain 5 years in paper or electronic format.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-50 (2019-PROS-50; 2015-PROS-40)	Grand Jury Testimony	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
2021-PROS-51 (2019-PROS-51; 2015-PROS-41)	Grant Documents (Approved)- All records pertaining to grants to Prosecutor's Office	Retain in paper or electronic for life of grant, plus 5 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-52 (2019-PROS-52; 2015-PROS-42)	Grant Documents (Denied) – All records pertaining to grants for which application was denied	Retain in paper or electronic format until 2 years after denial.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-53a (2019-PROS-53a; 2015-PROS-43a) (99-7)	Indexes to Criminal Cases, including juvenile indexes	Retain until microfilmed; evaluate paper for historical value before converting to microfilm.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-53b (2019-PROS-53b; 2015-PROS-43b) (99-7)	Indexes to Criminal Cases, including juvenile indexes	Permanent	Microfilm		<input checked="" type="checkbox"/>

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2021-PROS-54 (2019-PROS-54; 2015-PROS-44)	Internship Files – Records of college students who participate in the internship program	Retain 4 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-55 (2019-PROS-55; 2015-PROS-45)	LEADS reports, IRS and other tax reports, confidential police reports, all other confidential reports	Retain until final disposition of case or decision made on prosecution, then shred or destroy.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-56 (2019-PROS-56; 2015-PROS-46)	Leave Slips - Employee Requests for Leave	Retain 2 years in paper or electronic format.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-57 (2019-PROS-57; 2015-PROS-47)	Legal Research Files- Includes copies of court decisions, journal articles, memos discussing legal issues, statutes and samples/ templates of briefs and pleadings	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-58 (2019-PROS-58; 2015-PROS-48)	Library Materials and Outside Publications	Retain until obsolete or replacement received.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-59 (2019-PROS-59; 2015-PROS-49)	Mail (Unsolicited)- Unsolicited records which have no administrative, fiscal, legal or historical value	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-60 (2019-PROS-60; 2015-PROS-50)	Meeting Agendas	Retain 1 year.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-61 (2019-PROS-61; 2015-PROS-51)	Meeting Notes, duplicates of handouts and agendas, other documents and recordings created, received, or used during the course of meetings	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-62 (2019-PROS-62; 2015-PROS-52)	Office Handbooks and Manuals- Publications produced by the office which detail the operations, procedures and regulations of the office	Retain current plus latest previous version; destroy others.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-63 (2019-PROS-63; 2015-PROS-53)	Office Supply Records- records showing requisition, order and delivery of office supplies	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-64 (2019-PROS-64; 2015-PROS-54a) (99-8)	Opinions- Formal and informal opinions issued to office holders and agencies, along with correspondence regarding the opinion request	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-65 (2019-PROS-65; 2015-PROS-54b) (99-8)	Opinions- Formal and informal opinions issued to office holders and agencies, along with correspondence regarding the opinion request	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-66 (2019-PROS-66; 2015-PROS-55)	Pay-In Slips for Fines and Forfeitures	Retain in paper or electronic format for 3 years or until audited.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-67 (2019-PROS-67; 2015-PROS-56) (1-1994)	Personnel Files and Records- Records documenting an individual's employment and history with the office. a.) General - portion of file which includes, but is not limited to, items such as application/resume, new hire documentation, position descriptions, personnel actions, training records, emergency contact information, letters of recommendation, policy and procedure acknowledgements, performance evaluations, leave records, service records and separation records.	a.) Retain all records during period of employment. Retain all records which document dates of employment and service, retirement records, leave balances, and OPERS contributions until 75 years after separation. May purge all other general records 8	Paper		<input type="checkbox"/>

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2021-PROS-67 (cont'd)	<p>b.) Discipline – records documenting investigations of personnel for violations of laws, rules and/or policies, oral or written reprimands, suspensions, demotions, involuntary leaves of absence, removal, resignation in lieu of termination, last chance agreements or termination.</p> <p>c.) Medical –medical related documentation. See 45 CFR 160; ORC 149.43</p>	<p>years after separation. (29 CFR 825.500; 29 USC 1027; EEOC regulations; ADEA regulations; FLSA regulations; OAC 4141-23-02).</p> <p>b.) Retain all discipline records during employment. May purge discipline records 8 years after separation.</p> <p>c.) Retain all medical records during employment. May purge medical records 8 years after separation.</p>			
2021-PROS-68 (2019-PROS-68; 2015-PROS-57)	Post-conviction filings, correspondence and other miscellaneous documents- documents received in connection with criminal cases which have been completed and closed	Until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-69 (2019-PROS-69; 2015-PROS-58)	Presentation, Training and Workshop documents, files, exhibits, etc.	Until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-70 (2019-PROS-70; 2015-PROS-59)	Press/ News Releases	Retain 3 years; appraise for historical value prior to destruction.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-71 (2019-PROS-71; 2015-PROS-60)	Professional /Community Association Records- External publications, correspondence and records received from professional and community organizations	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-72 (2019-PROS-72; 2015-PROS-61) (2-1994)	Purchase Orders	Retain 3 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-73	Receipts/ Receipt Books – miscellaneous receipts and receipt books chronicling the receipt or delivery of discovery, documents, items, money, etc.	Retain until no longer of administrative value	Paper		<input type="checkbox"/>
2021-PROS-74 (2019-PROS-73; 2015-PROS-62)	Record Retention Documents (RC- 1s, RC-2s, RC-3s)	Permanent	Paper		<input type="checkbox"/>
2021-PROS-75 (2019-PROS-74; 2015-PROS-63a) (99-4)	Reports (Annual)- Documents compiling statistics specific to cases, operations and/or activities of the office	Retain paper until scanned. Retain electronic until microfilmed.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-76 (2019-PROS-75; 2015-PROS-63b) (99-4)	Reports (Annual)- Documents compiling statistics specific to cases, operations and/or activities of the office	Permanent	Microfilm		<input checked="" type="checkbox"/>
2021-PROS-77 (2019-PROS-76; 2015-PROS-64)	Reports (Periodic)- Documents showing status of on-going projects and issues	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2021-PROS-78 (2019-PROS-77; 2015-PROS-65)	Special Project Files- documents from work on special projects. May include correspondence, research, work products, agendas, meeting summaries, memos, final work products, reports, or recommendations	Retain paper until scanned. Retain electronic 5 years from completion of project, then review annually for continuing administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-79 (2019-PROS-78; 2015-PROS-66)	Speech Materials- Printed or recorded copies of public speeches given by representatives of the office, including factsheets, brochures, flyers, PowerPoints	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-80 (2019-PROS-79; 2015-PROS-67)	Table of Organization- documents which show the organization and staffing of the office	Retain until updated, then destroy previous versions.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-81 (2019-PROS-80; 2015-PROS-68)	Transient Documents- Includes but is not limited to telephone messages, telephone message books and notebooks; e-mails, notes, voicemail messages, text messages, social media communications, drafts and other documents which serve to convey information of temporary importance	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-82 (2019-PROS-81; 2015-PROS-69)	Travel Expense Records- All records pertaining to travel by office employees	Retain 3 years, provided audited.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-83 (2019-PROS-82; 2015-PROS-70)	Trial and hearing preparation notes and working papers created or used in preparation of trials, hearings and other legal proceedings. Includes, e.g., drafts of pleadings, memoranda, briefs, discovery materials, copies and discs, notes, reports, trial notebooks, internal office correspondence and other similar documents created or used in preparation of legal proceedings.	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-84 (2019-PROS-83; 2015-PROS-71)	Visitor Sign-In Sheets - Recording of visitors to the prosecutor's office, including visitors from Community Corrections	Retain 2 years.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-85 (2019-PROS-84; 2015-PROS-72)	Victim Assistance Satisfaction Survey Responses	Retain 3 years, provided audited.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-86a (2019-PROS-85a)	Victim/ Witness Office Trial Files	Retain paper until scanned. Retain electronic until criminal case concluded and all appeals and post-conviction relief exhausted, then microfilm.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-86b (2019-PROS-85b)	Victim/ Witness Office Trial Files	Permanent	Microfilm		<input checked="" type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2021-PROS-87 (2019-PROS-86; 2015-PROS-73)	Victim/ Witness Office Court Schedule Print-outs	Retain until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-88 (2019-PROS-87; 2015-PROS-75)	Victims of Crime Act (VOCA)/SVAA Program Performance Measures Reports	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
2021-PROS-89 (2019-PROS-88; 2015-PROS-76)	Victims of Crime Act (VOCA)/SVAA Sub-Grantee Outcome Measure Survey Results Report	Retain 3 years, provided audited.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-90 (2019-PROS-89; 2015-PROS-77)	Victim Property Release Documents	Retain paper until scanned. Retain electronic permanently.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-91 (2019-PROS-90; 2015-PROS-78)	Victim Witness Office Employee Timesheets	Retain 3 years, provided audited.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-92 (2019-PROS-91; 2015-PROS-79)	Victim Witness Office Victim Notification Request Sheets	Retain paper until scanned. Retain electronic permanently.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-93 (2019-PROS-92; 2015-PROS-80)	Victim Witness Office Logs, Index Cards and Indexes	Retain paper until scanned. Retain electronic permanently.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-94 (2019-PROS-93)	Victim Witness Office –General victim correspondence including but not limited to indictment letters, notices of hearings and trials, etc...	Retain in paper or electronic format until 5 years after criminal case concluded and all appeals and post- conviction remedies exhausted.	Paper or Electronic		<input type="checkbox"/>

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2021-PROS-95 (2019-PROS-94)	Victim Medical Releases	Retain in paper or electronic format until 5 years after criminal case concluded and all appeals and post- conviction remedies exhausted.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-96 (2019-PROS-95)	Victim Compensation Application and acknowledgment letters received from state	Retain paper until scanned. Retain electronic 5 years from date application is submitted to the state.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-97 (2019-PROS-96)	Victim of Crime Act (VOCA) Compensation Decisions	Retain paper until scanned. Retain electronic 5 years from date of receipt.	Paper or Electronic		<input type="checkbox"/>
2021-PROS-98 (2019-PROS-97)	Victim Impact Statements Obsolete beginning Jan. 1, 2020	Retain in victim/ witness office until defendant sentenced, then transfer to criminal case file.	Paper or Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C