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

OHIO HISTORY CONNECTION

MAY 29 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

City of Mount Healthy (local government entity) — Mayor's Court (unit)

(signature of responsible official) — Ms. MaryLou Berning (name) — Clerk of Court (title)

(date)

Section B: Records Commission

Mt. Healthy Records Commission — (513) 931-8840

7700 Perry Street — Mt. Healthy — 45231 — Hamilton

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

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.

Records Commission Chair Signature — Date: 5-26-15

Section C: Ohio History Connection - State Archives

Signature — Title: Government Records Archivist — Date: 6/3/2015

Section D: Auditor of State

Signature — Date: 6-23-15

Please Note: The State Archives retains RC-2 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

Adapted for Mt. Healthy 2015 02 15 srk

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Mt. Healthy — Mayor's Court (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
MC-15-001	Traffic Citations – Court Record Not Scanned	Year of completion+3 if audited	Paper (white or yellow)		☐
MC-15-002	Traffic Citations – Court Record Scanned	Date of completion +10 days	Paper (white or yellow)		☐
MC-15-003	Traffic Citations – Court Record Scanned	Year of completion+3 if audited	Electronic		☐
MC-15-004	Court Docket, Index, Journal	Permanent	Paper or Electronic		☑
MC-15-005	Parking Citations (Finalized)	When paid, if audited	Paper		☐
MC-15-006	Criminal Citations – Court Record Not Scanned	Year of completion+3 if audited	Paper (white)		☐
MC-15-007	Criminal Citations – Court Record Scanned	Date of completion +10 days	Paper (white)		☐
MC-15-008	Criminal Citations – Court Record Scanned	Year of completion+3 if audited	Electronic		☐
MC-15-009	Criminal Citations – Prosecutor Copy	Date of completion +10 days	Paper (green)		☐
MC-15-010	Criminal Citations form used for Re-Cite only – Court Record (included in, scanned with, or attached to original file or citation)	Same schedule as original case	Paper (white)		☐
MC-15-011	Criminal Citation form used for Re-Cites of Mayor's Court Defendants only (Prosecutor Copy and Records Copies)	Destroy upon receipt	Paper (blue, green)		☐
MC-15-012	Case Files – Criminal and Traffic, except OMVI	Current + 5 years if audited	Electronic		☐
MC-15-013	Case Files – OMVI	Current + 7 years if audited	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.

Adapted for Mt. Healthy 2015 02 15 srk