



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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SEP 19 2024

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

County of Hamilton

Prosecuting Attorney

(Local Government Entity)

(Unit)

Kathy Bailey

Chief Assistant Prosecuting Attorney

8/29/2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Hamilton County Records Commission

513-946-5971

1000 Main Street Rm. B-25

Cincinnati

45202

(Telephone Number)

Hamilton

(Address)

(City)

(Zip Code)

(County)

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

JAlexand@cms.hamilton-co.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.

Records Commission Chair Signature

Date

9/10/24

Section C: Ohio History Connection - State Archives

Government Records Archivist 10/25/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Hamilton County****Prosecuting Attorney**

(Local Government Entity)

(Unit)

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP
HCPO 2024-01	Accounts payable work papers and ledgers: includes copies of payment requests made to Hamilton County Auditor (vouchers), invoice – requisition – purchase order and contract copies, bids and quotes, balancing reports, bank statements, travel expense reports, and Auditor of State certified searches for unresolved findings of recovery	Four years provided an audit has taken place	Paper, microform 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
HCPO 2024-02	Accounts receivable work papers: includes copies of pay-in to the Hamilton County Treasurer, copies of the check or cash, copies of the billing related to the pay-in and balancing are receivables reports	Four years provided an audit has taken place	Paper, microform or electronic	
HCPO 2024-03	Attendance reports/records: time and leave (sick, vacation, other) sheets	Three years	Paper, microform or electronic	
HCPO 2024-04	Audiovisual, PR, and training materials	Until superseded, obsolete, or replaced	Paper, microform or electronic	
HCPO 2024-05	Financial audit reports prepared by Auditor of State	One year	Paper, microform or electronic	
HCPO 2024-06	Blank forms	Until superseded or obsolete	Paper, microform or electronic	
HCPO 2024-07	Budgets (annual): records documenting the annual operating budget of the Hamilton County Prosecutor's Office for a fiscal year. Retained for use in calculating future budgets and comparing spending over time	Four years	Paper, microform or electronic	

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Hamilton 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
HCPO 2024-08	Bulletins, posters, and notices to employees: announcements and informational notices including unsolicited announcements related to job functions	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-09	Copies of records maintained by other agencies, or maintained in this office in electronic format or copies of records which are no longer required and serve no useful purpose	Until no longer administratively necessary (No RC-3 Required)	Paper or electronic	
HCPO 2024-10	Desk and appointment calendars	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-11	Executive correspondence received or sent by the Prosecuting Attorney or a Division Chief relating to a significant aspect of the administration of the office such as policy, procedures, and programs	Four years – appraise for historical value	Paper, microform or electronic	
HCPO 2024-12	General correspondence such as internal or external correspondence with individuals, companies, or organizations. Letters, faxes, memoranda, and emails. Requests for appropriations, clarification of policies, notification of policies, and notices of deadlines. Data and information collected for comparisons. Requesting information relating to agency, legal interpretations, and miscellaneous inquiries.	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-13	Routine correspondence such as letters, faxes, and emails which convey information of temporal importance in lieu of oral communication, i.e. drafts, meeting notices, requests for routine information, or publications to the	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	

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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
	public which are answered by standard form letters.			
HCPO 2024-14	Drafts of letters, memoranda, worksheets, reports, and the preparation of recorded information	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-15	Disaster plans	Until updated or superseded	Paper, microform or electronic	
HCPO 2024-16	Electronic mail	Evaluate according to content and follow applicable correspondence schedule (2024- 11 through 13)	Paper, microform or electronic	
HCPO 2024-17	Applications for employment and resumes: Successful / hired Unsuccessful / not hired	Successful / hired: placed in personnel file. Unsuccessful / not hired – two years after receipt	Paper, microform or electronic	
HCPO 2024-18	Equipment inventories: verification of annual Hamilton County Auditor inventory, copy of annual inventory sent to the Board of County Commissioners Clerk, and the Auditor of State	Three years	Paper, microform or electronic	
HCPO 2024-19	Federal grant files along with supporting financial records and documents	Retain for the period of time required by the federal grant	Paper, microform or electronic	
HCPO 2024-20	Certified mail receipts, and commercial carrier delivery reports	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	

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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
HCPO 2024-21	Unsolicited incoming mail such as letters, faxes, invitations, and electronic mail	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-22	Mailing lists	Until no longer administratively necessary	Paper, microform or electronic	
HCPO 2024-23	Manuals, handbooks, general orders, directives, policies, rules, regulations, and procedures	Until superseded, obsolete, replaced, or until such time as an audit may require	Paper, microform or electronic	
HCPO 2024-24	Personnel Files	Five years after employment ends	Paper, microform or electronic	
HCPO 2024-25	Professional Association Records such as documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the associations	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-26	Prosecuting Attorney funds and accounts: Equitable Sharing Account (ESA), Law Enforcement Trust Fund (LETF), and Furtherance of Justice (FOJ)	Four years	Paper, microform or electronic	
HCPO 2024-27	Public Records Requests made under ORC 149.43	Two years	Paper, microform or electronic	
HCPO 2024-28	Records Retention Documents (RC-1, RC-2, RC-3)	Permanent until superseded	Paper, microform or electronic	

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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
HCPO 2024-29	Rosters/Directories: Lists including information such as employee phone numbers, e-mail addresses, staff roster, committee membership, schedules	Until updated or superseded	Paper, microform or electronic	
HCPO 2024-30	Tables of Organization & Organizational Charts	Until updated or superseded	Paper, microform or electronic	
HCPO 2024-31	Telephone messages & voicemail messages	Until no longer administratively necessary (No RC-3 Required)	Paper, microform or electronic	
HCPO 2024-32	Work papers: Annual working papers for the County tax and operating budgets	Four years, provided audited	Paper, microform or electronic	
HCPO 2024-33	Annual Report: Report to the Board of County Commissioners, Clerk of Courts, and Ohio Attorney General showing the number of criminal prosecutions pursued to final conviction during the year, amount of fines assessed, number of recognizances forfeited, and amount collected in each case	Until updated or superseded	Paper, microform or electronic	
HCPO 2024-34	Case Files – Criminal	Immediately after time for direct appeal has lapsed Capital cases- seven years after final appeal	Paper, microform or electronic	

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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
HCPO 2024-35	Case Files – Civil	Two years after the case is closed and no further appeals can be filed. If dismissed without prejudice, one year after statute of limitations has run	Paper, microform or electronic	
HCPO 2024-36	Index to Civil Cases: Indexes of civil cases to which Hamilton County is a party including case number, names of litigants, and dates filed.	Permanent and continuously updated	Paper, microform or electronic	RC-3 required
HCPO 2024-37	Grand Jury Reports	One year	Paper, microform or electronic	
HCPO 2024-38	Grand Jury Files	One year	Paper, microform or electronic	
HCPO 2024-39	Prosecutor Opinions: Copies of opinions of the Prosecuting Attorney directed at county and township officials showing the date of the opinion and the nature of the opinion	Permanent	Paper, microform or electronic	RC-3 required
HCPO 2024-40	Contracts: Legal agreements with individuals, organizations, or entities to procure or provide goods and/or services	6 years after expiration	Paper, microform or electronic	

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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
HCPO 2024-41	Oaths of Office: Oaths of office given and sworn to by an elected official upon taking office	Maintain in personnel file (2024-25)	Paper, microform or electronic	
HCPO 2024-42	Case Files – Children's Services	One year after closure of the case	Paper, microform or electronic	
HCPO 2024-43	Case Files – Juvenile	Immediately after time for direct appeal has lapsed	Paper, microform or electronic	
HCPO 2024-44	Text Messages	Evaluate according to content and follow applicable correspondence schedule	Paper, microform or electronic	
HCPO 2024-45	Social Media Posts	Evaluate according to content and follow applicable correspondence schedule	Paper, microform or electronic	
HCPO 2024-46	Packing and delivery slips	Until no longer administratively necessary	Paper, microform or electronic	

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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
HCPO 2024-47	Case Files – Miscellaneous: Any case file documenting legal action in which the Hamilton County Prosecutor's Office serves as counsel but does not fall under any of the above categories documenting case files	Two years from matter closure	Paper, microform or electronic	
HCPO 2024-48	Release and Settlement Agreements	Six years from execution	Paper, microform or electronic	
HCPO 2024-49	Bonds: Public Official Bonds related to the Hamilton County Prosecutor's Office and any approval to bonds for public officials	Ten Years	Paper, microform or electronic	