

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To : CITY OF BEXLEY Records Commission (614) 235-8694 Telephone Number
2242 East Main Street BEXLEY 43209 FRANKLIN
(Address) (City) (Zip Code) (County)

From CITY OF BEXLEY MAYOR'S COURT
(Political Subdivision Name) (Unit)
Ruby Arnold Clerk of Court 4/20/2007
(Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 04/09/2007 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature Date

Subject to selection upon receipt of a
 Certificate of Records Disposal (RC-3)

For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00001	Administrative Journal -consists of Court Entries regarding policies and issues not related to cases	Permanent	Multi	
07-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative Value or Legal Value.	Multi	
07-00003	Executive Correspondence - This includes correspondence of the Clerk of Court and the executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	3 Year(s) And no longer of an Admin. Value. (RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to Mayor's Court and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence Mayor's Court policy).	1 Year(s) And no longer of an Admin. Value. (RC-3 Not Required)	Multi	
07-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided by Mayor's Court which are answered by standard form letters.	Until no longer of an Admin. Value. (RC-3 Not Required)	Multi	
07-00006	Transient Documents - This includes telephone messages, telephone message books \ logs and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi	
07-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E- Mail and similar Unsolicited Communications	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi	
07-00008	Copies - Reading \ Informational & Reference. All Media	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi	
07-00009	Drafts \ Informal Notes \ Reminder Notes	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi	
07-00010	Bulletins \ Posters \ General Notices and Displays	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi	

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07-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
07-00012	Professional Magazines \ Publications and Reference Materials	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi	
07-00013	Reference Publications & Directories	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
07-00014	Laws, Regulations & Rules (Local, County, State & Federal)	Continually Maintained and Updated. (RC-3 Not Required)	Multi	
07-00015	Vendor & Suppliers Information	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
07-00016	Voice Mail \ Cellular Telephones \ Telephone Answering Machines: Messages \ Recordings and Data	Erase or Delete when no longer of an Administrative or Legal Value. (RC-3 Not Required)	Multi	
07-00017	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 Not Required)	Multi	
07-00018	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry - Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	
07-00019	Daily \ Weekly \ Monthly & Yearly: Appointment Books \ Calendars \ Schedules \ Organizers \ Planners. All Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
07-00020	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Administrative Value or Fiscal Value, then destroy (RC-3 Not Required)	Multi	
07-00024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic	Until no longer of an Administrative Value or Fiscal Value, then destroy (RC-3 Not Required)	Multi	
07-00025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative \ January Report	Until no longer of Admin. or Fiscal Value	Multi	
07-00026	Training Materials - All Media	Until no longer of an Admin. Value. (RC-3 Not Required)	Multi	
07-00027	General Office Files	Until No Longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00028	Professional Organizations & Association Files	1 Year(s) And no longer of an Administrative Value. (RC-3 Not Required)	Multi	
07-00030	Surveys & Questionnaires	3 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00031	Equipment Operating & Maintenance Manuals	Life of Equipment	Multi	
07-00032	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained and Updated. (RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
07-00035	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Court Copy)	3 Year(s) Provided Audited	Multi	
07-00036	Annual Mayor's Court Report	Permanent	Multi	
07-00037	Daily Active \ Pending Case Status Listings	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi	
07-00038	Franklin County Municipal Court Dispositions - Copies	5 Year(s)	Multi	
07-00039	Bond Schedule & Fee Schedule	3 Year(s) Provided Audited	Multi	
07-00040	Court Ordered Expungements	RC - 3 Not Required	Multi	
07-00043	Daily Report of Fines Collected	3 Year(s) Provided Audited	Multi	
07-00044	Cash Book - Detail Report	3 Year(s) Provided Audited	Multi	
07-00045	Cancelled Checks & Stubs \ Voided Checks \ Check Register \ Deposit Slips \ Bank Statements \ Reconciliation Documentation	3 Year(s) Provided Audited	Multi	
07-00046	Monthly Reports	3 Year(s) Provided Audited	Multi	
07-00047	Bexley Mayor's Court Docket, Index and Journal	Permanent	Multi	
07-00048	Minor Misdemeanor Traffic and Minor Misdemeanor Criminal Case Files	5 Year(s)	Multi	
07-00052	Employee Benefit and Leave Records	3 Year(s) Provided Audited	Multi	
07-00053	Payroll Records	3 Year(s) Provided Audited	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
07-00056	Expungment Order.	Seal it in the same envelope as the Expunged Records unless requested to return it to the issuing Court,. (RC-3 Not Required)	Multi	
07-00057	Mayor, Magistrate or Clerk of Court Notes, Drafts and Research prepared for the purpose of compiling a report, opinion or other document or memorandum	May be kept separate, retained in the case file or destroyed at the discretion of the prepared. (RC-3 Not Required)	Multi	
07-00059	Expunged Records.	Upon receipt of Court Order: Remove all paper copies from files and seal records. Dispose of sealed records according to normal retention schedules. Remove all references in public index and public databases.(RC-3 Not Required)	Multi	
07-00061	Anonymous \ Unfounded Complaints.	Until no longer of an Admin. Value. (RC-3 Not Required)	Multi	
07-00062	Physical Inventory & Inventory of Fixed Assets	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
07-00063	Strategic Plan	Until Revised or Rescinded. (RC-3 Not Required)	Multi	

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07-00064	Court Reports \ Records : Not Specifically Scheduled	3 Year(s) And no longer of an Administrative Value. (RC-3 Not Required)	Multi	
07-00067	Departmental Employee Leave Balances - Vacation	Continually Maintained and Updated. (RC-3 Not Required)	Multi	
07-00068	First through Fourth degree Misdemeanor Traffic and Criminal Case Files except DUI case files	7 Year(s) After the Final Order of the Court	Multi	