

RECORD RETENTION: The following is an administrative policy that the Supreme Court of Ohio uses for their own records management and could be used as a example of what you could do locally (by creating a local rule) if the Rules of Superintendence 26 – 26.05 do not cover a retention issue you may have.

Administrative Policy 35. Records Management.

This policy is intended to establish consistent standards and expectations regarding the creation, retention, and destruction of records by the Supreme Court.

(A) Creation of Records. Each division, office, and section of the Court may create records in the ordinary course of its business

This policy is not intended to identify those records made in the ordinary course of business of the Court that are considered court records available for public access, and the inclusion of a record in any retention schedule noted in this policy is not an indication that the record should be considered a court record pursuant to Sup. R. 44 through 47.

(B) Allowable Record Media. Except as otherwise provided in the Supreme Court Rules of Practice, the Court may create, maintain, receive, record, or copy a record using any nationally accepted records and information management process, including photography, microfilm, computer output to microfilm, electronic records management, electronic data processing, or digital recording as an alternative to paper. The process may be used in regard to the original or a copy of a record if the process creates an accurate record or copy of the information to be produced.

If the Court creates, maintains, receives, records, or copies a record using an electronic or digital format, and the record is required to be retained in accordance with the schedules set forth in this policy, the Director of Network and Technology Resources or the director's designee shall have a back-up copy made of the record at periodic and reasonable times to ensure the security and continued availability of the information contained in the record. If this policy requires the record to be retained permanently, the back-up copy shall be stored in a building other than the building in which the original record is stored.

(C) Destruction of Records. In an effort to reduce excessive accumulation of paper documents and files and conserve the storage space necessary to house them, employees who are responsible for keeping records under this policy shall at least annually conduct a review to determine if records should be destroyed.

With the exception of a record stored at the Records Management Center, a record may be destroyed if the employee determines the time requirements under this policy have been met and there is no compelling business reason to retain it. For records stored at the Records Management Center, the Records Management Coordinator shall provide a list of records to be disposed to the division, office, or section from which the records originated. If the division, office, or section determines the time requirements under this

policy have been met and there is no compelling business reason to retain the records, or if the division, office, or section fails to respond within sixty days, the Records Management Center may destroy the records.

(1) **Documentation.** Prior to destroying a record for which this policy sets forth a specific retention period, the employee who is responsible for keeping the record shall complete a Records Disposal Form (copy provided at Attachment A) and submit it to the Director of Fiscal & Management Resources.

(2) **Method of destruction.** A record may be destroyed pursuant to the requirements of this policy by whatever method the employee who is responsible for the destruction deems most appropriate, including discarding in the trash, shredding, or any other commercially accepted means.

(3) **Ohio Historical Society.** If this policy sets forth a retention period greater than twenty-five years for a record, the record pre-dates 1960, or the record is a case file maintained by the Clerk of Court, the Senior Staff employee responsible for the record shall notify the Ohio Historical Society, State Archives Division, in writing, of the Court's intention to destroy the record at least sixty days prior to the destruction of the record.

After submitting a notice of intention to destroy records to the Ohio Historical Society, the employee responsible for the record described in the notice shall, upon request of the Society, transfer the record to the Society or to an institution or agency designated by the Society.

(4) **Duplicate copy.** If a division, office, or section keeps a duplicate or copy of a record used for informational purposes and for which the official record is held elsewhere, the duplicate or copy should be destroyed in the normal course of business when considered to be of no value by the employee responsible for maintaining it.

(5) **Conversion to other media.** Paper records may be destroyed after they are converted to other media in accordance with paragraph (B) of this policy.

(D) **General Administrative Records.** All offices of the Court shall retain the following general administrative records pursuant to the retention schedule set forth below, unless an order of the Court alters the applicable retention period:

(1) **Administrative lists or directories.** Administrative lists or directories, including mailing lists, rosters, and registers, shall be retained until no longer considered to be of value by the employee responsible for them.

(2) **Administrative policies, guidelines, practices, and procedures.** Administrative policies, guidelines, practices, and procedures shall be retained until superseded, amended, or until no longer considered to be of value by the Senior Staff member responsible for them.

(3) Boards, commissions, advisory committees, and task forces. Records related to the work of boards and commissions, including rosters, meeting information, and minutes of meetings, shall be retained for ten years.

Records of advisory committees and task forces, including rosters, meeting information, minutes, and draft recommendations, shall be retained for five years. One copy of any final report issued by an advisory committee or task force shall be retained permanently in the Law Library.

(4) Correspondence and communication records. Copies of correspondence and communication records, including letters, e-mail transmissions, and routine telephone messages, shall be retained until no longer considered to be of value by the employee responsible for them.

(5) Databases. Databases that are not specifically referenced in this policy and the data contained in such databases shall be retained until no longer considered to be of value by the employee responsible for them.

(6) Drafts and informal notes. Drafts and informal notes that are used to prepare an official record or document in any other form shall be retained until no longer considered to be of value by the employee responsible for them.

(7) General office records. General office records shall be retained until no longer considered to be of value by the employee responsible for them.

(8) Publications created. Two copies of publications created by the Court shall be retained permanently in the Law Library. For the purpose of this policy, “publication created by the Court” means any printed document published by the Office of Public Information bearing the Court’s brand identity and distributed to an external audience, but does not include letterhead, correspondence, date-specific training or training-related materials, or employee-only-related forms, newsletters and materials.

(9) Publications received. Publications received by the Court shall be retained until no longer considered to be of value by the employee who received them.

(10) Other records. Any other records not specifically identified in this policy, such as copies and transient documents, shall be retained until no longer considered to be of value by the employee responsible for them.

(E) Administrative Director Records. The Administrative Director, or the director’s designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Final rules adopted by the Court. Final rules adopted by the Court shall be retained until published.

(2) **Court rules in proposed form; public comments submitted in response to proposed rules.** Court rules in proposed form and public comments submitted in response to the rules shall be retained for five years after final action has been taken on the rules by the Court.

(3) **Litigation records.** Records of litigation brought against the Court or its staff shall be retained until no longer considered to be of value by the employee responsible for them.

(F) **Attorney Services Records.** The Director of Attorney Services, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) **Applications for Sup. R. 20 certification.** Applications for certification pursuant to Sup. R. 20 shall be retained permanently.

(2) **Appointment of counsel for indigent defendants in capital cases.** Reports on appointment of counsel for indigent defendants in capital cases shall be retained permanently.

(3) **Attorney registration certificates.** Attorney registration certificates of registration shall be retained for the current and immediately preceding biennium.

(4) **Attorney registration changes of information.** Records of changes of information on attorney registration certificates of registration shall be retained until the earlier of the filing of a superseding notice of change of information or the next deadline for filing a certificate of registration.

(5) **Continuing legal education appeals records.** Continuing legal education appeals records shall be retained for four years.

(6) **Continuing legal education application for accreditation.** Continuing legal education applications for accreditation shall be retained for four years.

(7) **Continuing legal education interim and final reports.** Continuing legal education interim and final reports shall be retained permanently.

(8) **Continuing legal education reinstatement records.** Continuing legal education reinstatement records shall be retained for five years.

(9) **Continuing legal education requests for credit filed with courses.** Continuing legal education requests for credit filed with courses shall be retained for four years.

(10) **Continuing legal education requests for credit on cards.** Continuing legal education requests for credit on cards shall be retained for one year.

(11) Legal services plans. Legal services plans filed pursuant to Gov. Bar. R. 16 shall be retained for one year from the year in which the filed plans were in effect.

(G) Bar Admissions Records. The Director of Bar Admissions, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Bar exam applicant files. Bar exam applicant files shall be retained for 25 years.

(2) Bar exam applicant written answers. Bar exam applicant written answers shall be retained for one year after the results of the exam have been released.

(3) Bar exam essay questions. Bar exam essay questions that have not been published shall be retained until no longer considered to be of value by the employee responsible for them.

(4) Bar exam reader analyses. Bar exam reader analyses shall be retained until no longer considered to be of value by the employee responsible for them.

(5) Bar exam results. Bar exam results, including Multistate Bar Examination printouts, Multistate Professional Responsibility Examination printouts, bar exam score reports, and consultant technical reports, shall be retained permanently.

(6) Bar exam subject outlines. Bar exam subject outlines shall be retained until superseded.

(7) Bar exam questions and sample answers. One copy of bar exam essay questions and sample answers that have been published shall be retained permanently.

(8) Character and fitness case files. Files of character and fitness cases of the Board of Commissioners on Character and Fitness shall be retained for twenty-five years.

(9) Legal intern files. Legal intern files, including applications and copies of certificates, shall be retained for five years.

(10) National Conference of Bar Examiners status reports. National Conference of Bar Examiners status reports, including closed file reports, shall be retained until no longer considered to be of value by the employee responsible for them.

(H) Clerk of Court Records. The Clerk of Court, or the Clerk’s designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Case dockets. Case dockets shall be retained permanently. For the purpose of this policy, “docket” means the official summary of the proceedings in a case that is maintained by the Clerk of Court, and which contains basic information regarding the case, including the case number and case type; the parties to the case; the attorneys of record; and the chronological list of all documents filed in the case, actions taken by the Court, and processes issued in the case.

(2) Index. The index shall be retained permanently. For the purpose of this policy, “index” means the reference record used prior to June 29, 1995 to locate, by party name, cases and final orders of the Court.

(3) Case Management System. The case management system shall be retained permanently. For the purpose of this policy, “case management system” means the reference database, including subsequent versions and enhancements, used on and after June 29, 1995 to locate, by party name, case name, case number, or attorney name, cases and final orders of the Court.

(4) Journal. The journal shall be retained permanently. For the purpose of this policy, “journal” means a complete record of every entry issued by the Court.

(5) Case files in discretionary appeals. Case files in discretionary appeals that are not accepted, or in claimed appeals of right that are dismissed, shall be retained for three years after a final order is issued by the Court.

(6) Case files in death penalty merit cases. Case files in death penalty merit cases shall be retained permanently.

(7) Case files in United States Supreme Court cases. Case files in merit cases appealed to and heard on the merits by the United States Supreme Court shall be retained permanently.

(8) Case files in other merit cases. Case files in other merit cases shall be retained for ten years after a final order is issued by the Court.

(9) Case files in original actions. Case files in original actions shall be retained for ten years after a final order is issued by the Court.

(10) Case files in certified conflict cases. Case files in certified conflict cases in which the Court determines that a conflict exists shall be retained for ten years after a final order is issued by the Court. Case files in all other certified conflict cases shall be retained for three years after a final order is issued by the Court.

(11) Case files in certified state law question cases. Case files in matters certified to the Court by a federal court on questions of state law in which the Court agrees to answer the question(s) certified shall be retained for ten years after a final order is issued by the Court. Case files in all other matters certified to the Court on questions of state law shall be retained for three years after a final order is issued by the Court.

(12) Case files in election contest cases. Case files in cases involving the contest of an election under Chapter 3515. of the Revised Code shall be retained permanently.

(13) Case files in cases relating to the Rules of Professional Conduct and the Code of Judicial Conduct. Case files in cases initiated under the Rules of Professional Conduct and the Code of Judicial Conduct shall be retained for seventy-five years after a final order is issued by the Court.

(14) Affidavits of disqualification. Affidavit of disqualification case files shall be retained for three years after the Chief Justice issues a dispositive entry.

(15) Capital indictment files. Capital indictment files maintained pursuant to statute shall be retained permanently.

(16) Case related correspondence. Case related correspondence shall be retained until no longer considered to be of value by the employee responsible for it.

(17) Judicial campaign contribution and expense statements. Judicial campaign contribution and expense statements that must be filed with the Clerk pursuant to the Code of Judicial Conduct shall be retained until the justice or judge on whose behalf the statement is filed leaves office.

(18) Local rules of court. Local rules of court filed with the Clerk pursuant to Sup. R. 5(A)(3) shall be retained until superseded.

(19) Lower court records. Consistent with the Rules of Practice of the Supreme Court, records of a lower court or agency filed with the Court shall be returned to the court or agency upon completion of the case.

(I) Court Security Records. The Director of Court Security, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Court vehicle usage records. Court vehicle usage records, including service records, confirmation sheets, operation and maintenance reports, warranty and guarantee statements, shop work orders, usage logs, and sign-out sheets, shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

- (2) **Firearm registration documents.** Documents relative to firearm registrations shall be retained for one year.
 - (3) **Incident reports.** Incident reports shall be retained for four years after the incident occurs.
 - (4) **Loading dock activity log.** The loading dock activity log shall be retained for one year.
 - (5) **Local court security assessments.** A local court security assessment and related documents shall be retained for twenty years.
 - (6) **Shift summary log (back-up to e-911).** The shift summary log, including access badge assignments, building and equipment alarms, electronic access records, and duress alarm testing, shall be retained for one year.
 - (7) **Training documents.** Documents relative to the training of Court security personnel shall be retained for three years.
 - (8) **Other security related records.** Other security related records, including lost and found, equipment sign out, package delivery, and visitor logs shall be retained for one year.
- (J) **Facilities Management Records.** The Director of Facilities Management, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:
- (1) **Building documents.** Building documents, architectural drawings, and historical and other documents relevant to the ownership of the Ohio Judicial Center shall be retained permanently.
 - (2) **Building improvements.** Records of building improvements including construction related documents and internal moves shall be retained for the life of the improvement.
 - (3) **Housekeeping and grounds.** Material Safety Data Sheets shall be retained while any relevant chemical is present on the grounds of the Ohio Judicial Center in accordance with Occupational Safety and Health Administration standards.
 - (4) **Mail Center.** Mail Center reports, including an accounting of the electronic postage meter and confirmation of delivery, shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
 - (5) **Maintenance work orders.** Maintenance work orders shall be retained for three years.

(6) Management and operations reports. Management and operations reports, including reports created by employees and outside consultants concerning management or operations, shall be retained for three years.

(7) Meetings and events. Records of billings and reservations relative to meetings and events at the Ohio Judicial Center shall be retained for three years.

(K) Fiscal & Management Resources Records. The Director of Fiscal & Management Resources, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Audit reports (internal). Internal audit reports shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(2) Audit reports (other). Audit reports, opinions, or reviews conducted by federal or state governmental entities shall be retained for two years after the audit report is issued.

(3) Bank records. Bank records, including transaction records, statements, cancelled checks, and deposit slips, whether paper or electronic, shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(4) Budget appropriation requests. Budget appropriation requests to establish or increase appropriation authority in special funds shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(5) Budget appropriation worksheets. Draft worksheets used for proposed budgets, legislative testimony, and related documents created prior to the final appropriation request shall be retained until the effective date of the budget.

(6) Capital asset records. Capital asset records, including building facilities, shall be retained for two years after the asset is sold or otherwise disposed.

(7) Cash accounting records. Cash accounting records used to record receipts, expenses, transfers, adjustments, or other transactions affecting the cash balance of a fund shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(8) Ohio Administrative Knowledge System documents and reports. Ohio Administrative Knowledge System batch control sheets, coding attachments, accounts payable, journals, and reports and inquiries by data classification shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(9) Controlling Board requests. Controlling Board requests and approval of emergency expenditures shall be retained for two years.

(10) Furniture and equipment inventory records. Furniture and equipment inventory records, including computer-generated lists of furniture and equipment, instructions, and worksheets used to complete equipment inventory reports, shall be retained for the longer of two years or until the issuance of an audit report by the Auditor of State.

(11) Grant records (general). Grant records that document the expenditure of federal funds shall be retained until state and federal audits have been conducted, audit reports are released, and audit resolutions are issued or resolved.

(12) Grant records (master plan). Grant records that are used to establish a grant master plan in the Ohio Administrative Knowledge System, provide a profile of the grant, and enable the system to collect financial totals for a grant shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(13) Payment authorization records. Payment authorization records, including vouchers, expenditure documents, and intra-state transfer authorizing payment to vendors, and any supporting documentation shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State, except for the payment authorization records pertaining to certified local grievance committees as maintained by the Board of Commissioners on Grievances and Discipline, which shall be retained for eight years.

(14) Purchase orders and requisitions. Purchase orders and requisitions used to authorize the purchase of goods or services from specific vendors, contractors, or state agencies shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(15) Records Management Center. Records Management Center work orders and related correspondence shall be retained for three years, while lists of records to be disposed created by the Center under paragraph (C) of this policy shall be retained permanently.

(16) Refund of expenditure within the biennium for prior year. Records of receipts or repayments where the original payment was in error, duplicated, or made improperly and is done within the biennium for the prior year shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(17) Requests for proposals, bids, and resulting contracts. Requests for proposals, bids received in response to requests for proposals, and contracts resulting from requests for proposals shall be retained for five years for bidding documents related to goods and sixteen years for services.

- (18) **Revenue receipts.** Revenue receipts and holding account redistributions shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (19) **Spending authority adjustments.** Spending authority adjustment forms to transfer appropriation at the spending authority code level on the Ohio Administrative Knowledge System shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (20) **Stop payments.** Request for stop, release, or cancellation of warrants shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (21) **Telephone logs and bills.** Listing of long distance calls made by employees for a particular time period and records of reimbursement for the calls shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (22) **Travel expense reports.** Travel expense reports and, if applicable, the related Travel and Conference Approval form shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (23) **Tuition reimbursement records.** Tuition reimbursement records for employees shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (24) **Vendor master input documents.** Vendor master input documents used to establish information or update previous information on a vendor shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (25) **Warrants (replacement).** Application, affidavit, and related documents for the replacement of warrants never received, lost, or stolen shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (26) **Warrants (voided due to age).** Records of warrants that are voided due to age shall be retained for the longer of five years after the notice of reissuance or until the issuance of an audit report by the Auditor of State.
- (27) **Records Disposal Forms.** Records Disposal Forms shall be retained for five years.
- (L) **Human Resources Records.** The Director of Human Resources, or the director's designee, shall be solely responsible for retaining the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

- (1) **Accident, health and safety records.** Accident, health, and safety records, including incident reports and Occupational Safety and Health Administration and Public Employment Risk Reduction Program reports, shall be retained for thirty years after the year to which the record or report pertains.
- (2) **Auditor of State rewrite records.** Auditor of State rewrite records used to change the address or other information on a warrant shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (3) **Dependent care payroll warrant journals.** Dependent care payroll warrant journals consisting of printouts that list all warrants or electronic funds transfers printed by the Auditor of State shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (4) **Employee attendance records.** Time sheets, leave request forms, and leave reports shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.
- (5) **Employee benefit records.** Employee benefit records, including office copies of life and health insurance records, shall be retained for seven years after termination of employment.
- (6) **Employee discipline and grievance records.** Employee discipline and grievance records shall be retained for seven years after termination of employment, but shall not be destroyed if litigation or claims concerning an employee's discipline or a grievance is pending.
- (7) **Employee payroll records.** Employee payroll records, including salary information and records of hiring, promotion, medical, termination, and retirement, shall be retained for seven years after termination of employment.
- (8) **Equal employment opportunity records.** Records that document the implementation of the Court's equal employment opportunity policy, including complaints, investigatory materials, letters of findings and recommendations, and hearing records, shall be retained for seven years, but shall not be destroyed if litigation, claims, or other equal employment opportunity actions are pending.
- (9) **Family Medical Leave Act, Employee Assistance Program, disability and worker's compensation records.** Employee Family Medical Leave Act, Employee Assistance Program, disability, and worker's compensation records shall be retained for seven years after termination of employment.
- (10) **Hiring materials.** Vacancy postings and applications, resumes, and interview questions from applicants not hired shall be retained for seven years after the position is filled or a decision not to fill the position is made.

(11) Investigations (external). Requests for outside agencies, such as the Ohio State Highway Patrol or Auditor of State, to investigate an employee, including the request and/or referral and any attached documentation, including preliminary investigation before the referral, shall be retained for one year after completion of the investigation or a decision not to investigate is made.

(12) Investigation (internal). Records of internal investigations of an employee suspected of violating an Administrative Policy or acting illegally shall be retained for three years after completion of the investigation, the implementation of any corrective action resulting from the discipline, or referral to the appropriate law enforcement agency.

(13) Justices' oaths of office. Justices' oaths of office shall be retained permanently.

(14) Payroll deduction authorization records. Records used to authorize payroll deductions, including deductions earmarked for charitable organizations, credit unions and other financial institutions, federal, state, and city income taxes, and United States savings bonds shall be retained for seven years after termination of employment.

(15) Payroll warrant cancellations. Records used to cancel a payroll warrant issued in error shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(16) Payroll warrant records and payroll disbursement records. Payroll warrant records and disbursement records, including payroll warrant journals, which include the names of employees receiving a warrant or electronic fund transfer, the warrant number or electronic fund transfer information, the amount paid, and other pertinent payroll information, shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(17) Payroll warrant refund. Records used to record receipts or repayment of payroll warrants where the original payment was in error, duplicated, or made illegally shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(18) Payroll vouchers and journal entries from appellate districts. Payroll vouchers and journal entries from appellate districts shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(19) Position of employment. The records of all positions of employment at the Court, including both filled and vacant positions, shall be retained for three years following the elimination of the position.

(20) Retired assigned judge compensation records. Retired assigned judge compensation records shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(21) Retired assigned judge county billing records. Retired assigned judge county billing records shall be retained for the longer of three years or until the issuance of an audit report by the Auditor of State.

(22) Tables of organization. Tables of organization shall be retained until superseded.

(24) Temporary employee contracts. Contracts for temporary employees shall be retained for the longer of seven years after the expiration of the contract or until the issuance of an audit report by the Auditor of State.

(25) Training manuals and records. Training manuals produced for internal personnel training shall be retained until superseded, obsolete or replaced. Records of internal personnel training shall be retained for two years.

(M) Network and Technology Resources Records. The Director of Network and Technology Resources, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Employee electronic work files. If an employee leaves employment with the Court, any electronic work files created or maintained by the employee shall be assigned to the employee's division director or the director's designee. The division director shall retain such records in a manner consistent with this policy.

(2) Justice electronic work files. When a Justice leaves office with the Court, any electronic work files created or maintained by the Justice shall be retained by the Director of Network and Technology Resources or the director's designee for ninety days after the Justice's last day in office and then deleted from the Court's computer system. The backup files of the Justice's electronic work files shall be retained through the process noted in paragraph (M)(4) of this policy.

(3) Ohio Courts Network usage logs. Ohio Courts Network usage logs shall be retained for three years.

(4) Oral argument videos. Oral arguments video recordings shall be retained permanently.

(5) System and backup files. Copies of system files, such as operating and software application files, shall be retained at an off-site location until no longer considered to be of value by the Director of Network and Technology Resources.

Backup files of master files or databases, logs, directories, and other records needed to restore a system in case of disaster or inadvertent destruction shall be created daily. The daily backup files shall be retained as long as the original file, database, or record is in use or needed.

Backup files of e-mail activity shall be created daily and retained for forty-five days.

(6) Training manuals. Training manuals produced for internal personnel training shall be retained until superceded, obsolete, or replaced.

(N) Judicial & Court Services Records. The Director of Judicial & Court Services, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Judge assignment records. Judge assignment records shall be retained for ten years.

(2) Court statistical records filed with the Case Management Section pursuant to the Sup. R. 35 shall be retained for ten years.

(3) Ohio Courts Summary. At least two copies of the annual Ohio Courts Summary produced by the Case Management Section shall be retained permanently.

(O) Judicial College Records. The Director of the Judicial College, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

(1) Course manuals. One copy of each course manual shall be retained permanently.

(2) Enrollment and attendance records. Enrollment and attendance records shall be retained for five years.

(3) Faculty records. Faculty records shall be retained until no longer considered to be of value by the employee responsible for them.

(4) Lesson plans. Lesson plans in any format, including audio and video tape, shall be retained until no longer considered to be of value by the employee responsible for them.

(P) Legal Resources Records. The Director of Legal Resources, or the director's designee, shall retain affidavit of disqualification yearly notebooks for six years.

(Q) Public Information Records. The Director of Public Information, or the director's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

- (1) Announcement lists of court actions.** Announcement lists of court actions shall be retained until published.
- (2) Case opinion summaries.** Case opinion summaries shall be retained permanently.
- (3) News releases.** News releases, including bulletins released, shall be retained permanently.
- (4) Oral argument previews.** Oral argument previews shall be retained permanently.
- (5) Print Production Center.** Requests for print production services and a sample of the finished product produced shall be retained for three years.
- (6) Publications created.** Two copies of publications created by the Court shall be retained permanently.

(R) Reporter of Decisions Records. The Reporter of Decisions, or the reporter's designee, shall retain the following records pursuant to the retention schedule set forth below unless an order of the Court alters the applicable retention period:

- (1) Opinion memoranda, draft opinions, and conference vote sheets.** Opinion memoranda, draft opinions, conference vote sheets, and other records that are used to prepare a Court opinion shall be retained until no longer considered to be of value by the employee responsible for them.
- (2) Minutes of Justices' conferences.** Minutes of the Justices' conferences shall be retained permanently.

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