



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

FEBRUARY 2 2023

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

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### Section A: Local Government Unit

City of Franklin

Department of Law

(Local Government Entity)

(Unit)

Brodi J. Conover

Assistant Law Director

1-27-23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

937-746-9921

(Telephone Number)

1 Benjamin Franklin Way

Franklin

45005

Warren

(Address)

(City)

(Zip Code)

(County)

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

[kdunn@franklinohio.org](mailto:kdunn@franklinohio.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

1/28/2023

Date

### Section C: Ohio History Connection - State Archives

Government Records Archivist

2/6/2023

Signature

Title

Date

### Section D: Auditor of State

Records Manager

Signature

Title

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 (RC-2) – Part 2***See instructions before completing this form.***City of Franklin****Department of Law**

(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 LGRP	(6) RC-3 Required by LGRP
DOL-001	Case Files – Civil	10 years, provided no action pending	Paper/Electronic		<input type="checkbox"/>
DOL-002	Case Files – Criminal	20 years, provided no action pending	Paper/Electronic		<input type="checkbox"/>
DOL-003	Claims for Damages (Property & Body)	2 years after case is settled and all appeals exhausted	Paper/Electronic		<input type="checkbox"/>
DOL-004	Legal Opinions	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
DOL-005	Settlements	3 years	Paper/Electronic		<input type="checkbox"/>