





Section E: Records Retention Schedule

LUCAS COUNTY JUVENILE COURT

ADMINISTRATION

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-1	ADMINISTRATIVE JOURNALS: POLICIES & ISSUES UNRELATED TO CASES	PERMANENT (Sup. R. 26.01(A))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-2	ANNUAL REPORTS	PERMANENT— 2 COPIES (Sup. R. 26.01(B))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-3	COMMUNICATION RECORDS	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(E))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-4	CORRESPONDENCE & GENERAL OFFICE	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(F))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-5	DRAFTS & INFORMAL NOTES	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(G))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-6	PUBLICATIONS RECEIVED	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(N))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-7	PUBLICATIONS (DEPT. MANUAL, NEWSLETTERS, PROCEDURAL RULES & REGULATIONS)	UNTIL OF NO ADMIN. VALUE (Sup. R. 26.01(N))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-8	DESK APPOINTMENT CALENDARS	3 MONTHS AFTER USEFUL LIFE	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**CLERKS**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-9	INDEX	PERMANENT (Sup. R. 26.03(D))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-10	DOCKET	PERMANENT (Sup. R. 26.03(D))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-11	JOURNAL	PERMANENT (Sup. R. 26.03(D))	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-12	NOTES FOR PURPOSE OF COMPILING A REPORT, OPINION, OR OTHER DOCUMENT OR MEMO	1. KEPT SEPARATE, OR 2. KEPT IN CASE FILE, OR 3. DESTROY AT PREPARERS' DISCRETION (Sup. R. 26.03(D))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-13	RECORDINGS OF COURT PROCEEDINGS	11 YRS FROM DATE OF RECORDING	ELECTRONIC		<input type="checkbox"/>
2014-14	SUPREME COURT REPORTS	PERMANENT	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-15	DELINQUENCY CASE FILES (including appeal exhibits, depositions & transcripts & psychological evaluations)	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT; 50 YRS FOR DOCS AS EVIDENCE OF PRIOR CONVICTION (Sup. R. 26.03(H)(1))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-16	UNRULY CASE FILES (including appeal exhibits, depositions & transcripts & psychological evaluations)	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT (Sup. R. 26.03(H)(5))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-17	ADULT CRIMINAL CASE FILES (Including appeal exhibits, depositions & transcripts & psychological evaluations)	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT; 50 YRS FOR DOCS AS EVIDENCE OF PRIOR CONVICTION (Sup. R. 26.03(H)(1))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-18	JUVENILE BY-PASS: 1 <sup>ST</sup> FILE=1 <sup>ST</sup> PAGE OF FORM COMPLAINT 2 <sup>ND</sup> FILE=2 <sup>ND</sup> PAGE OF FORM COMPLAINT W/SIGNATURE	2 YRS AFTER FINAL ORDER OR 2 YRS AFTER APPEAL (Sup. R. 26.03(H)(2))	PAPER ONLY		<input type="checkbox"/>
2014-19	PERMANENT CUSTODY, CUSTODY, PARENTAGE, VISITATION, SUPPORT ENFORCEMENT, ABUSE DEPENDENCY, NEGLECT, & URESA FILES (including psychological evaluations AND civil protection orders)	2 YRS AFTER CHILD OBTAINS MAJORITY OR 1 YR AFTER ADJUD. OF POST-DECREE MOTION, WHICHEVER IS LATER (Sup. R. 26.03(H)(3))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-20	SEARCH WARRANT RECORDS	5 YRS AFTER DATE OF SERVICE OR LAST ATTEMPTS (Sup. R. 26.03(h)(5))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-21	UNRULY & MARRIAGE CONSENT FILES	2 YRS AFTER FINAL ORDER, OR 1 YR AFTER AUDIT (Sup. R. 26.03(H)(5))	PAPER ONLY		<input type="checkbox"/>



Section E: Records Retention Schedule

LUCAS COUNTY JUVENILE COURT

CLERKS (cont.)

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-22	MINOR MISDEMEANOR TRAFFIC	5 YRS AFTER FINAL ORDER (Sup. R. 26.03(H)(5))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-23	MISDEMEANOR TRAFFIC	25 YRS AFTER FINAL ORDER (Sup. R. 26.03(H)(5))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-24	ALL OTHER TRAFFIC	50 YRS AFTER FINAL ORDER (Sup. R. 26.03(H)(5))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-25	COURT REPORTS: EXHIBITS, DEPOSITIONS, & TRANSCRIPTS	1 YEAR, PROVIDED CONDITIONS IN (Sup. R. 26(F)) ARE MET	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-26	PRELIMINARY DRAFTS OF LETTERS, MEMORANDA, WORKSHEETS, REPORTS	DESTROY WHEN NO LONGER OF ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**BUSINESS OFFICE**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-27	CANCELLED CHECKS/REGISTERS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(C))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-28	ATTORNEY FEES	5 YEARS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-29	BIDS (SUCCESSFUL)	15 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-30	BIDS (UNSUCCESSFUL)	3 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-31	CONTRACTS	15 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-32	INVENTORIES (ANNUAL OF COUNTY PROPERTY)	3 YRS PROVIDED AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-33	INVOICES (PAID)	2 YR AFTER END OF FISCAL YR, PROVIDED AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-34	LEASES	5 YRS AFTER EXPIRATION	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-35	LEAVE REQUESTS	4 FISCAL YRS PROVIDED AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-36	PAY-INS TO TREASURY	4 FISCAL YRS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-37	PAYROLL	3 YRS AFTER END OF FY	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-38	PURCHASE ORDERS	4 FISCAL YRS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-39	RECEIPT DOCUMENTS	7 FISCAL YRS	PAPER/ ELECTRONIC		<input type="checkbox"/>



**Ohio Historical Society**  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**BUSINESS OFFICE (cont.)**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-40	TIME CARD, TIME SHEETS	3 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-41	REQUISITIONS	3 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-42	TELEPHONE BILLS	2 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-43	TRAVEL EXPENSE REPORTS	4 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-44	VOUCHERS	4 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-45	ATTORNEY APPOINTMENTS	UNTIL AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-46	CLERK'S CERTIFICATE TO SHORTHAND REPORTER	UNTIL AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-47	BOARDING HOME RECEIPTS	4 YRS PROVIDED AUDIT	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-48	BANK RECORDS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(C))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-49	RECEIPT BOOKS/RECORDS/PAY-INS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(O))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-50	FISCAL RECORDS	3 YRS PROVIDED AUDIT (Sup. R. 26.01(K))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-51	GRANT RECORDS	3 YRS AFTER EXPIRATION (Sup. R. 26.01(L))	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-52	RFPs, BIDS, & RESULTING CONTRACTS	3 YRS CONTRACT EXPIRES (Sup. R. 26.01(P))	PAPER/ ELECTRONIC		<input type="checkbox"/>





**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**PROBATION**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-58	INDEX TO PROBATION FILES	PERMANENT	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-59	ANNUAL REPORTS	PERMANENT	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-60	JUVENILE PROBATION FILES (Includes Comm. Service Work Docs & Psychological Evaluations)	3 YRS AFTER TERM OF PROBATION, OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-61	DEPARTMENTAL PROGRAM FILES (Diversion, Sex. Offenders, Sub. Abuse, Intensive Services)	3 YRS AFTER TERM OF PROBATION, OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-62	JUVENILE RESTITUTION FILES	3 YRS AFTER TERM OF PROBATION, OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-63	RESTITUTION PAY-IN FILES	4 FISCAL YEARS AFTER AUDITED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-64	POLICY/PROCEDURE MANUAL	2 YEARS AFTER SUPERSEDED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-65	TOXICOLOGY SCREEN DOCUMENTS	2 YEARS FROM SCREEN DATE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-66	PROGRAM DOCUMENTS	1 YEAR FROM PROGRAM	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-67	DYS GRANT DOCUMENTS	DYS ACCEPTANCE OF CLOSING EXPENDITURES REPORT, OR 3 YRS FROM END OF GRANT YR., WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**JUVENILE DETENTION CENTER**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-68	DAILY DETENTION STATUS SHEET	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-69	DAILY DETENTION ROSTER	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-70	MONTHLY STATEMENT OF JUVENILES DETAINED	10 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-71	ALL RESIDENT FILES	5 YRS OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-72	RESIDENT MEDICAL FILES	6 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-73	OFFICIAL HEAD COUNTS	2 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-74	RESIDENT MEDICAL REQUEST (NURSE'S LIST)	UNTIL OF NO ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-75	STAFF PHONE LOG & VISITORS' SIGN-IN SHEET	1 YR AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-76	KEY SIGN-IN SHEET	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-77	MEAL COUNT (BILLING PURPOSES/# OF MEALS SERVED)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-78	FIRST AID CHECKLIST FORM	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-79	MAINTENANCE WORK ORDER	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-80	RESIDENT BEHAVIORAL POINT CARDS & THINKING REPORTS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

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**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT      JUVENILE DETENTION CENTER (cont.)**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-81	INSPECTION RECORDS (DYS, Health Dept., Fire)	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-82	MANAGER DAILY LOGS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-83	EMPLOYEE LEAVE RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-84	EMPLOYEE HISTORY AND DISCIPLINE RECORDS	10 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-85	STAFF ATTENDANCE RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-86	CORRESPONDENCE & GENERAL OFFICE RECORDS (INCLUDES MISC EMPLOYEE NOTES)	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-87	INVENTORY RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-88	POLICY & PROCEDURE MANUALS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-89	EMPLOYEE HANDBOOK & POLICIES READ & SIGN RECORDS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





Section E: Records Retention Schedule

LUCAS COUNTY JUVENILE COURT

CASA/CRB

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-91	CITIZEN REVIEW BOARD FILES (CRB Review Sheets & Service Reporter Reports)	UNTIL YOUNGEST REACHES AGE 19	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-92	CITIZEN REVIEW BOARD APPLICATIONS	2 YEARS	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-93	CASA CASE FILES	7 YRS AFTER CLOSURE OF CASE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-94	ANNUAL REPORTS	PERMANENT	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
2014-95	BLANK FORMS	UNTIL SUPERSEDED OR OBSOLETE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-96	CASA BUDGET LOG (Working Papers)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-97	CASA POLICY MANUAL	UNTIL SUPERSEDED OR OBSOLETE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-98	CRIMINAL RECORDS CHECKS FOR VOLUNTEERS	10 YRS AFTER TERM OF SERVICE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-99	REFERENCES	10 YRS AFTER TERM OF SERVICE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-100	DISCIPLINARY ACTION	10 YRS AFTER TERM OF SERVICE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-101	EXIT QUESTIONNAIRE	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-102	VOLUNTEER AGREEMENT & CONFIDENTIALITY AGREEMENT	3 YRS AFTER TERMINATION OF SERVICE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-103	VOLUNTEER PERSONNEL FILES	7 YRS AFTER TERMINATION OF SERVICE	PAPER/ ELECTRONIC		<input type="checkbox"/>



Section E: Records Retention Schedule

LUCAS COUNTY JUVENILE COURT

CASA/CRB (cont.)

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-104	VOLUNTEER TRAINING IN-SERVICE SIGN-IN SHEETS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-105	VOLUNTEER TRAINING IN-SERVICE SESSION MATERIALS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-106	VOLUNTEER TIMESHEETS/MILEAGE FORMS	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-107	VOLUNTEER WORKING CASE FILES	AFTER CASE CLOSED, PURGE ALL DUPLICATES AND MERGE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-108	VOLUNTEER TRAINING CURRICULUM MATERIALS	UNTIL SUPERSEDED OR OBSOLETE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-109	CORRESPONDENCE/GENERAL & EXECUTIVE	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-110	UNSUCCESSFUL GRANT APPLICATIONS	1 YEAR	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-111	GRANT RECORDS	3 YRS AFTER END OF GRANT PERIOD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-112	VOCA GRANT RECORDS INCLUDING: Financial, Supporting Docs, Statistical Reports, Other Awards Records	5 YRS AFTER MOST RECENT AUDIT CLOSES	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-113	SVAA GRANT RECORDS INCLUDING: Financial, Supporting Docs, Statistical Reports, Other Awards Records	5 YRS AFTER MOST RECENT AUDIT CLOSES	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-114	GRIEVANCE FILES	5 YRS AFTER RESOLVED	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-115	STATISTICAL REPORTS (Monthly/Quarterly/Semi-annually)	Until Incorp. Into Annual Report	PAPER/ ELECTRONIC		



**Section E: Records Retention Schedule**

**LUCAS COUNTY JUVENILE COURT**

**YOUTH TREATMENT CENTER**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-116	DAILY DETENTION STATUS SHEET	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-117	DAILY DETENTION ROSTER	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-118	MONTHLY STATEMENT OF JUVENILES DETAINED	10 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-119	ALL RESIDENT FILES	5 YRS OR AGE 21, WHICHEVER IS LATER	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-120	RESIDENT MEDICAL FILES	6 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-121	OFFICIAL HEAD COUNTS	2 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-122	MEDICAL STAFF LOG	2 YRS AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-123	STAFF PHONE LOG & VISITORS' SIGN-IN SHEET	1 YR AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-124	KEY SIGN-IN SHEET	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-125	MEAL VERIFICATION FORM	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-126	FIRST AID CHECKLIST FORM	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-127	REQUEST FOR SERVICE (Maintenance)	UNTIL OF NO ADMIN VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-128	SUPERVISED SCHOOL SUSPENSION RECORDS	1 YR AFTER DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>



Section E: Records Retention Schedule

**LUCAS COUNTY JUVENILE COURT      YOUTH TREATMENT CENTER (cont.)**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-129	INSPECTION RECORDS (DYS, Health Dept., Fire)	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-130	SHIFT ACTIVITY REPORTS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-131	EMPLOYEE LEAVE RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-132	EMPLOYEE HISTORY AND DISCIPLINE RECORDS	10 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-133	ATTENDANCE RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-134	CORRESPONDENCE & GENERAL OFFICE RECORDS	UNTIL NO FURTHER ADMIN. VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-135	INVENTORY RECORDS	3 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-136	POLICY & PROCEDURE MANUALS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
2014-137	EMPLOYEE READ & SIGN RECORDS	2 YRS FROM DATE OF RECORD	PAPER/ ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

