




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  
 APRIL 22 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: Local Government Unit

City of Bexley (Local Government Entity)	Mayor's Court (Unit)	
 (Signature of Responsible Official)	Marquan Stewart (Name)	Clerk of Courts (Title) <span style="float: right;">3/28/2024 (Date)</span>


### Section B: Records Commission

City of Bexley	Records Commission	614-559-4200 (Telephone Number)
2242 E. Main Street (Address)	Bexley (City)	43209 Franklin (Zip Code) (County)

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

glewis@bexley.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	3/28/24 Date
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### Section C: Ohio History Connection - State Archives

	Government Records Archivist	5/1/2024
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

## CITY OF BEXLEY RECORDS RETENTION SCHEDULE

MAYOR'S COURT

MAYOR'S COURT Schedule Number		Records Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
MC	24-001	Annual Statement, Yearly Report		Permanent	Paper and/or Digital	RC-3 Required
MC	24-002	BMV Conviction Report		2 years	Paper and/or Digital	
MC	24-003	Bond and Fine Schedule		Until superseded	Paper and/or Digital	
MC	24-004	Case files - Parking	Case packets and prosecuting attorney's files	2 years provided no action pending	Paper and/or Digital	
MC	24-005	Case files - Traffic and Criminal	Case packets and prosecuting attorney's files	5 Years provided no action pending	Paper and/or Digital	
MC	24-006	Citation Listing by Number	Citation validation log and citation ledgers	2 years provided audited	Paper and/or Digital	
MC	24-007	Docket, Index, and Journal		Permanent	Paper and/or Digital	RC-3 Required
MC	24-008	Expunged or Sealed Cases	Case packets and prosecuting attorney's files	5 years after case sealed	Paper and/or Digital	
MC	24-009	Mayors Court Education Certificates	Training from Ohio Municipal League for magistrates & mavors	21 years	Paper and/or Digital	
MC	24-010	Monthly statements and/or reports		3 Years provided audited	Paper and/or Digital	
MC	24-011	Parking Citations		2 years	Paper and/or Digital	
MC	24-012	Statistical Reports		2 years	Paper and/or Digital	
MC	24-013	Supreme Court Reports	All supporting documentation	3 years	Paper and/or Digital	
MC	24-014	Traffic Citations		3 years	Paper and/or Digital	

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