



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

INSTRUCTIONS — RECORDS

OHIO HISTORICAL SOCIETY

MAY 16 2013

OHIO HISTORICAL SOCIETY
 LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)
 See instructions before completing this form.

RECEIVED
 JUN 10 2013
 DELAWARE COUNTY
 RECORDS CENTER

65-13

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)
 Delaware County Adult Parole Authority

(local government entity)		(unit)	
	Pete Gentile	Parole Services Supervisor	3-28-13
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission
 Delaware County (740) 833-2140

Records Commission		(telephone number)	
2079 US Rte 23 N/PO Box 8006	Delaware	43015	Delaware
(address)	(city)	(zip code)	(county)

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

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.

	5/15/13
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	State Archivist	5/24/13
Signature	Title	Date

Section D: Auditor of State

	6-4-13
Signature	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



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

Delaware County

Adult Parole Authority

(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
13-01	Client Case Files – Client files contain background checks, pre-sentence investigations, judgment entries, criminal background information and correspondences. Duplicate copy of the file that is sent to the Court. Used for reference for a period of 2 yrs. Per APA File Policy 100-APA-23 effective 4/28/2011; the Department of Rehabilitation & Correction record retention schedule shall be followed when closing all case files. APA case files shall be purged two years after the case is closed in Community Corrections Information System	Hard copy retained in office for 2 yrs then destroyed	Paper		<input type="checkbox"/>
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