



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

May 07 2020

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**

Delaware County

Board of Developmental Disabilities

(local government entity)

(unit)

*Kristine Hodge*

Kristine Hodge

Superintendent

3/24/2020

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

Delaware County

(740) 833-2140

(telephone number)

2079 US Rte 23 North/PO Box 8006

Delaware County

43015

Delaware

(address)

(city)

(zip code)

(county)

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

cshaw@co.delaware.oh.us

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.

*Jeff Barton*

4/22/2020

Records Commission Chair Signature

Date

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

Amanda Rindler

Digitally signed by Amanda Rindler  
 DN: cn=Amanda Rindler, o, ou=State Archives,  
 email=arindler@ohiohistory.org, c=US  
 Date: 2020.05.12 13:32:58 -04'00'

Local Government Records Archivist

5/12/2020

Signature

Title

Date

**Section D: Auditor of State**

Martin E.

Digitally signed by Martin  
 E. Meeks  
 Date: 2020.05.18 10:03:50  
 -04'00'

Meeks

Records Manager

Signature

Title

Date  
**RECEIVED**

APR 02 2020

*Please Note: The State Archives retains RC-2 forms Indefinitely. It is strongly recommended that the Records Commission retain a Indefinite copy of this form.*

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2014

DELAWARE COUNTY  
 RECORDS CENTER

**Section E: RECORDS RETENTION SCHEDULE (RC-2)***See instructions before completing this form.*

Delaware County

Board of Developmental Disabilities

(local government entity)

(unit)

**Board and Administrative Records**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Formally Audited or State or RCRP	(6) RCB Required by RCRP
20-001	<b>Accreditation Files</b> Documentation of the annual accreditation of the board by the Ohio Department of Developmental Disabilities (DODD) as required by ORC 5126.081	Retain final report Indefinite  Retain working files until the next accreditation period	Final Report: Electronic  Working Files: Paper		<input type="checkbox"/>
20-002	<b>Alternative Funding Cost Report</b> <ul style="list-style-type: none"> <li>• Supporting Documentation for the Annual Cost Report (as requested by the State Auditors);</li> <li>• Expenditure and Revenue Support for the Cost Report;</li> <li>• Service Documentation for service coordination, program services, statistics documentation, and any other support required for the Cost Report</li> </ul>	Seven (7) years from date of receipt of payment or six (6) years after a completed adjudicated audit	Electronic		<input type="checkbox"/>
20-003	<b>Annual Budget</b> Annual plan for revenues and expenditures approved by the Board.  <b>Annual Budget Preparation Documents</b>	DCBDD: Indefinite  Two (2) years	DCBDD: Electronic  Paper or Electronic		<input type="checkbox"/>
20-004	<b>Annual Cost Report/Audit</b> Annual report of income and expenditures required by the Ohio DODD per ORC 5126.12	Eight (8) years provided audited	Paper or Electronic		
20-005	<b>Audit Report (Delaware County)</b>	Office copy maintained until no longer of administrative value (NLAV). Auditor's copy refer to the County Auditor's retention schedule.	Paper or Electronic		<input type="checkbox"/>

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Delaware County

Board of Developmental Disabilities

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Required by Auditor of State or ICRP	(6) RCR Required By ICRP
20-006	Badges and IDs	Destroy upon termination or when obsolete			<input type="checkbox"/>
20-007	Bank Deposits, Pay Ins, and Receipts to the County Treasurer. Documents for payments (cash, checks, etc.) received by the Board	DCBDD: Until audited by the Auditor of State  Refer to the County Treasurer and Auditor's Retention Schedule	DCBDD: Electronic  Refer to the County Treasurer and Auditor's Retention Schedule		<input type="checkbox"/>
20-008	Bids (successful)	Three (3) fiscal years after expiration of contract	Paper or Electronic		<input type="checkbox"/>
20-009	Bids (unsuccessful)	Two (2) fiscal years after expiration of contract	Paper or Electronic		<input type="checkbox"/>
20-010	Board Calendar Calendars used to document days of operation	Paper- Until NLAV Electronic - Three (3) years	Paper or Electronic		<input type="checkbox"/>
20-011	Board Meeting Minutes Documents and materials that document the activities and actions of the board. Including agendas, minutes, reports, and resolutions.  Audio and Visual Recordings of Board Meetings  Board Draft/Notes	Indefinite (RC-3 Required)  One (1) year after minutes are approved by the Board  Until Official Minutes are approved	Electronic  Audio/Video tape or other appropriate electronic means  Paper or Electronic		<input type="checkbox"/>
20-012	Board Member Training Records Records include: Presentations, flyers and all training materials; training certificates and tracking of credit hours	Five (5) years	Electronic or paper		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Delaware County

Board of Developmental Disabilities

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Retained by Auditor of State or LGRP	(6) RC-2 Retained by LGRP
20-013	<b>Building Drills</b> Policy and notice of drills	Three (3) years after State audit	Electronic or paper		<input type="checkbox"/>
20-014	<b>Building and/or Renovation Plans</b> Includes blue prints, plans, and maps	Indefinite for historical purposes	Paper or Electronic		<input type="checkbox"/>
20-015	<b>Building Inspections</b>	Indefinite	Paper or Electronic		<input type="checkbox"/>
20-016	<b>Contracts – Renewable and Long Term</b> Legal agreements with individuals, organizations, or entities to procure goods and services	Electronic – Fifteen (15) years from expiration for contracts signed on or before 9/28/12. Eight (8) years from expiration for contracts signed after 9/28/12 provided audited. Paper – Until NLAV	Electronic or Paper		<input type="checkbox"/>
20-017	<b>Correspondence - General</b> Administrative inquiries, referrals answered by standard form letters, thank you notes, meeting notices, acknowledgements, room rental agreements, lending library requests. Includes any other limited documents that do not set policy, do not establish guidelines or procedures, do not certify a transaction or do not become a receipt	Paper- Until NLAV Electronic - Two (2) years	Paper or Electronic		<input type="checkbox"/>
20-018	<b>Correspondence - Executive</b> Internal and external correspondence from the Superintendent and the executive staff that documents administrative actions. Includes information concerning policies, programs, fiscal, and personnel matters	Paper- Until NLAV Electronic - Three (3) years	Paper or Electronic		<input type="checkbox"/>
20-019	<b>Correspondence - Internal</b> Emails, drafts, telephone messages, lists, rosters, and other limited documents that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt	Until NLAV	Paper or Electronic		<input type="checkbox"/>
20-020	<b>Department Meeting Minutes</b>	Three (3) years	Paper or Electronic		<input type="checkbox"/>
20-021	<b>Electronic Messages</b> Pertains to emails, text messages, and social media posts that are public records as defined in ORC 149.43	Follow retention for content (see Correspondence)	Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Required by Auditor of State or DCBDD	(6) RC-2 Required by DCBDD
20-022	<b>Grants – Federal, State, Local, Title XX, Title VI-B</b>  <b>Grants: Rejected</b>	Ten (10) years provided audited by the State Auditor One (1) year	Paper or Electronic  Paper or Electronic		<input type="checkbox"/>
20-023	<b>Images</b> Pictures/video of persons, places, or events	Until NLAV	Video or Pictures		
20-024	<b>Insurance Policies</b> Documents listing terms and conditions between Board and Insurance provider	Two (2) years after expiration date and all claims settled	Paper or Electronic		<input type="checkbox"/>
20-025	<b>Inventory of County Building Furniture and Equipment</b> Fiscal inventory of equipment & property maintained and /or owned by the Board	Seven (7) years after cost report settlement	Paper or Electronic		<input type="checkbox"/>
20-026	<b>Invoice and Vouchers</b> Documents received from a vendor or seller to collect payment for goods and or services	DCBDD: Until audited by the Auditor of State	DCBDD: Electronic  Refer to the County Auditor's Retention Schedule		
20-027	<b>Levy Information</b>	Ten (10) years after election and NLAV	Paper or Electronic		
20-028	<b>Litigation Records and Legal Opinions</b> Legal opinions and records related to legal claims against the Board	Indefinite	Paper or Electronic		
20-029	<b>Payroll Records and Reports</b> Records that contain time input worksheets, base and net salary, leave balances, and all withholdings of all county employees excluding OPERS reports	DCBDD: Three (3) years after audited by the Auditor of State	DCBDD: Electronic		
20-030	<b>Policies and Procedures</b> Documentation of Board policies and procedure for board operations	Five (5) years after revised, superseded, or discontinued	Paper or Electronic		
20-031	<b>Position Descriptions:</b> A document that informs each individual employed by the Board which details essential and non-essential job duties	Until superseded and NLAV	Electronic		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Forfeited by Auditor of State or RCRP?	(6) RC-3 Required by RCRP?
20-032	Projects Research and Special Projects	Two (2) years after project completion	Paper or Electronic		
20-033	Provider Compliance Reviews and Contract Monitoring	Seven (7) years and NLAV	Paper or Electronic		
20-034	Public Records Requests	One (1) year and NLAV	Paper or Electronic		
20-035	Publications Public awareness and communication				
	Annual Reports	Indefinite	Electronic		
	Perspectives Newsletter, Press Releases and Other Publications	Five (5) years	Electronic		
20-036	Public Records Requests Documents provided	One (1) year and NLAV	Paper or Electronic		
	Tracking Form	Five (5) years and NLAV	Paper or Electronic		
20-037	Purchase Orders (copies) Original record held by County Auditor. Documents the authorization to spend Board funds for the purchase of goods and services	Office copy: Seven (7) years after cost report settlement	Electronic In IFAS		<input type="checkbox"/>
20-038	Purchase Requisitions Request to purchase goods and services	Office copy: Seven (7) years after cost report settlement	Electronic In One Solution		<input type="checkbox"/>
20-039	Reference, State Manuals, and Directives Publications outlining procedures and general directives	Until superseded, obsolete, or NLAV	Paper or Electronic		<input type="checkbox"/>
20-040	Resolution of Complaints	Seven (7) years after resolution and NLAV	Paper or Electronic		
20-041	Strategic and Annual Action Planning Documents and Progress Reports Strategic goals and implementation plans with periodic progress reports approved by the Board	Seven (7) years after superseded	Paper or Electronic		<input type="checkbox"/>
20-042	Surveillance Tapes / Videos	Use for one cycle then reuse provided no action pending	Video		
20-043	Survey/Evaluation of Program	Until NLAV	Paper or Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Formed by Auditor of State or LGRP	(6) RC-3 Required by LGRP
20-044	<b>Table of Organization/Organizational Charts</b> Charts outlining organizational structure and managerial authority	Two (2) years after superseded	Paper or Electronic		<input type="checkbox"/>
20-045	<b>Timesheets and Leave Requests</b> Hours worked and requests for leave submitted by employees in Executime	Two (2) years after audited	Electronic		
20-046	<b>Title XX Agreement</b> Agreement with DODD for the expenditure of federal Title XX funds	Ten (10) years after Cost Report settlement	Paper or Electronic		<input type="checkbox"/>
20-047	<b>Title XX Audit Report</b> Report of Audit by DODD	Ten (10) years after Cost Report settlement	Paper or Electronic		<input type="checkbox"/>
20-048	<b>Visitor's Log</b>	One (1) Year	Paper or Electronic		
20-049	<b>Voicemail Messages</b> Voicemail messages received by staff	Follow retention for content (see Correspondence)	Audio/Electronic (WAV file through email)		
20-050	<b>Wage Rate Tables:</b> Board approved salary tables that establish wages and salary.	Until superseded, then four (4) years after final payment and audited by the Auditor of the State and NLAV	Paper or Electronic		<input type="checkbox"/>

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**Client Records**

<p><b>20-051</b></p>	<p><b>Client Database</b> Database of current client information. Can include contact information, case management notes, evaluations, individual service plans, billing reports, medical information, accident report and incident reports.</p>	<p>Paper and Electronic files are retained for administrative value until scanned or loaded into the electronic document management system (see Client Records below)</p>	<p>Paper or Electronic</p>		<input type="checkbox"/>
<p><b>20-052</b></p>	<p><b>Client Records</b> Documents ongoing services provided to clients. Records have value for the life of the client. These include: Appeals or Denials Assessment and Progress Notes Birth Certificate Social Security Card Driver's License (if applicable) Employment Information General Correspondence Guardianship or Court Paperwork Insurance and Medicaid Cards Intake and Discharge Paperwork and Social History Ohio Eligibility Determination Instrument for Adults Children's Ohio Eligibility Instrument for Children Referral Forms Out of County Placement Documents Photos Individual Support Plan, Waiver Support, Family Support, Behavior Support Plans Quality Assurance Reviews School District Evaluations and IEP's Team Meeting Minutes Title XX Waiting List Residential Applications Waiver State Documentation UI (Unusual Incidents and MUI (Major Unusual Incidents And any other related documents</p>	<p>Indefinite</p>	<p>Paper, CDs, Photos, or Electronic</p>		<input type="checkbox"/>



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20-053	Early Intervention Records	Retain until the child's ninth (9) birthday	Paper or Electronic		
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**Employee Records**

20-054	<b>Accommodation Requests</b>	Two (2) years	Paper or Electronic		
20-055	<b>Applications/Resumes:</b> Applications received from non-hired Applicants for job postings.	Two (2) years after submission	Electronic – refer to Delaware County BOC HR Dept		
20-056	<b>Background Checks:</b> Background check information may include criminal history reports, driving records, consent and acknowledgement forms, registry checks.	Five (5) years and NLAV	Paper or Electronic		
20-057	<b>EEO-1 through EEO-6:</b> Equal Opportunity Employment reports required to be submitted to the Equal Employment Opportunity Commission	Until superseded and NLAV	Paper or Electronic		
20-058	<b>Employee Benefits Records:</b> Records of employee benefits to include medical, dental, vision, life, FSA, COBRA, and Employee Assistance Program (EAP) documents.	Six (6) years and NLAV	Paper or Electronic		<input type="checkbox"/>
20-059	<b>Employee Eligibility Verification Form (19 Form)</b> A form verifying the identity and employment authorization of individuals hired for employment in the United States	Three (3) years after date of hire or one (1) year after termination, whichever is later	Paper or Electronic		
20-060	<b>Employee Pre-Disciplinary Hearing Files</b>	Ten (10) years and NLAV	Paper or Electronic		<input type="checkbox"/>
20-061	<b>Ethics Forms</b>	Three (3) years and NLAV	Paper or Electronic		
20-062	<b>Family Medical Leave Act (FMLA):</b> Documentation of leave requests and dates (hours) taken by the employee	Paper: Until NLAV  Electronic: Three (3) years after expiration	Paper or Electronic		<input type="checkbox"/>
20-063	<b>Grievance and Employee Investigations:</b> Employee grievance, employee investigations by internal or external agency due to accusations of wrongdoing or harassment by an employee	Three (3) years after resolved, and NLAV	Paper or Electronic		<input type="checkbox"/>
20-064	<b>Job Posting/Advertisements, and Recruiting Records</b>	Two (2) years after posting	Paper or Electronic		
20-065	<b>Personnel File:</b> Employee files may include application	Retain for seventy-five	Paper or Electronic		

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	/resume, new hire documentation, position descriptions, personnel actions, training records, transfer forms, promotional forms, emergency contact information, letters of commendation, policy and procedure acknowledgements, performance evaluations and or work plans, contracts, discipline, termination, service records, resignation letter, exit paperwork, employee action forms, awards, certificates and other general employment forms & paperwork	(75) years after last day of employment			
20-066	<b>Tuition Assistance Application and Documentation</b>	Three (3) years after payment and NLAV	Paper or Electronic		
20-067	<b>Unemployment Claim Files</b>	Five (5) years after closure	Paper or Electronic		
20-068	<b>Wellness Program Records</b> Includes wellness program activity details and employee participation.	Two (2) years	Paper or Electronic		
20-069	<b>Worker's Compensation Claims</b> May include claim, investigation hearings, results, requirements, terms, conditions, etc. in accordance with ORC 4123.	Ten (10) years after final payment	Paper or Electronic		

Permanent records are originated in either paper or electronic format and may become inaccessible

SAO-/LGRP- RC-2 (Part 1 &amp; 2), Revised August 2014

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through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10-year retention period also be maintained in either paper or microfilm formats. DCBDD's electronic records are maintained in an electronic document management system, Intellivue. The files are formatted as a Group 4 TIF DPI 300 file. Intellivue provides an indexing system making it easy to locate and reproduce records when needed. Data is stored and backed-up in different locations, in accordance with the County IT Department's hourly, daily, weekly, and yearly schedule, to prevent loss of information. In the event of an emergency, a disaster plan will be followed to recover data.

Records previously listed in the retention schedule as permanent are now listed as indefinite. In records management, indefinite has the following meaning: The retention period pertains to records that are required to be maintained for a significant period of time and possibly permanent. However, it is not yet known whether they truly need to be maintained forever, and at some point in the future their status must be reappraised.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

All audits and audit discrepancies regarding the record titles listed above must be settled before the records may be destroyed.

Electronic messages are a format on which records are sent, received and/or drafted using electronic messaging systems. E-mail and text messages are NOT a record series. Instead, each individual electronic message should be evaluated according to its content and retained in accordance with the record series adopted within this schedule or the Delaware County General Schedule that the content most closely fits.

No Longer of Administrative Value has been abbreviated throughout the retention schedule as "NLAV".