

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Delaware County Records Commission (740) 8332140 Telephone Number

50 Channing Street Delaware 433015 Delaware
 (address) (city) (zip code) (county)

(2) FROM: Delaware County Child Support Enforcement Agency
 (political subdivision name) (unit)

Wayne M Rhodes Director 9/28/09
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 10/8/2009 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 10/8/09
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

[Signature] 10/20/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

[Signature] 11-4-09
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
09-01	Bank Statements	4 Yrs.	Paper	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. 117.25 O.R.C.
09-02	Purchase Orders, Vouchers & Invoices	4Yrs. Provided audited	Paper	
09-03	Closed Case Files – Child Support cases for which there is no longer an active collection status and have been retained for a minimum of three years in accordance with the OH Child Support Enforcement Manual.	3 Years after order terminates and no arrears exist.	Paper	
09-04	2750 Reports – Internal duplicated records for	4 Yrs. Provided audited	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Delaware County
(political subdivision name)

Child Support Enforcement Agency
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
09-05	<p>monthly 2750 report. The file includes the notes and records to generate the report plus the monthly report that is sent to the the State of Ohio on a monthly basis.</p> <p>Random Moments – State mandated form. Form documents CSEA employees performance. The form must be Completed for Child Support to receive State funds.</p>	<p>4 Yrs. Provided audited</p>	Paper	<p><i>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.</i></p>
09-06	<p>Active Case File Updates -includes, copies of court documents, fiscal documents, intake documents, and all correspondence.</p>	<p>60 days, provided digitally captured.</p>	Paper/Digitally Permanent	
09-07	<p>Paternity Case Files -includes, copies of court documents, fiscal documents, intake documents, and all correspondence.</p>	<p>Until child subject to the case obtains age of 23 or 30 days, provided digitally captured.</p>	Paper/Digitally Permanent	
09-08	<p>CSEA IV-D Contracts – Contracts between CSEA & other county Agencies to purchase services for the effective administration of the child support enforcement program.</p>	<p>5 Yrs. Provided audited</p>	Paper	

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(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
09-09	Annual CSEA Budget	3Yrs. Provided audited	Paper	
09-10	Inventory – Annual of Agency's property	3 Yrs. Provided audited	Paper	

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.A.C.