



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

RECEIVED

MAR 29 2016

DELAWARE COUNTY  
RECORDS CENTER

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

RECEIVED

MAY 19 2016

Section A: Local Government Unit

Delaware County, Ohio

Clerk of Courts - Court of Appeals Division, General Division,  
Domestic Relations Division, and Bookkeeping Division  
DELAWARE COUNTY  
RECORDS CENTER

(local government entity)	Jan Antonoplos	(unit)	
		Clerk of Courts	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Delaware County Records Commission	(740) 833-2140		
	(telephone number)		
2079 US Rt. 23 N.	Delaware	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.

	4/6/16
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	4-13-2016
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	4-22-16
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

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

Delaware County, Ohio

Clerk of Courts – General Division, Domestic Relations Division, and  
Bookkeeping Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-001	Administrative Records of the Appeals Court and General Division and Domestic Relations Division of the Court of Common Pleas and Clerk of Courts	Per Sup. R. 26/ 26.01/Loc. R.62	All Forms		<input type="checkbox"/>
16-002	Appeals Court Case Files	Per Sup. R. 26/ 26.02	All Forms		<input type="checkbox"/>
16-003	General Division of the Court of Common Pleas Case Files	Per Sup. R. 26/ 26.03/Loc. R.63	All Forms		<input type="checkbox"/>
16-004	Domestic Relations Division of the Court of Common Pleas Case Files	Per Sup. R. 26/ 26.03	All Forms		<input type="checkbox"/>
16-005	Appeals Court Index, Docket, and Journal	Per Sup. R. 26/ 26.02	All Forms		<input type="checkbox"/>
16-006	General Division of the Court of Common Pleas Index, Docket, and Journal	Per Sup. R. 26/ 26.03/Loc. R.63	All Forms		<input type="checkbox"/>
16-007	Domestic Relations Division of the Court of Common Pleas Index, Docket, and Journal	Per Sup. R. 26/ 26.03	All Forms		<input type="checkbox"/>
16-008	Appeals Court Judge, Magistrate, and Clerk Notes, Drafts, and Research	Per Sup. R. 26.02	All Forms		<input type="checkbox"/>
16-009	General Division of the Court of Common Pleas Judge, Magistrate, and Clerk Notes, Drafts, and Research	Per Sup. R. 26.03/ Loc. R. 63	All Forms		<input type="checkbox"/>
16-010	Domestic Relations Division of the Court of Common Pleas Judge, Magistrate, and Clerk Notes, Drafts, and Research	Per Sup. R. 26.03	All Forms		<input type="checkbox"/>
16-011	Exhibits, Depositions, and Transcripts	Per Sup. R. 26(F) and Loc. R. 61.06	All Forms		<input type="checkbox"/>

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

Delaware County, Ohio

Clerk of Courts – General Division, Domestic Relations Division, and  
Bookkeeping Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Exempt from Automatic Deletion by RC-2	(6) Records Required by RC-2
16-012	All Other Records Not Addressed by the Above Schedules	Per Del. Co. Gen. Records Retention Schedule	All Forms		<input type="checkbox"/>

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

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

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 the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.