



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

1982 Velma Avenue  
 Columbus, Ohio 43205

For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

## 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		Commissioner's office	
(local government entity)		(unit)	
	Tommy Thompson	President, County Commissioner	
(signature of responsible official)	(name)	(title)	(date)

### Section B: Records Commission

Delaware County Records Commission		(740) 833-2140	
		(telephone number)	
50 Channing Street	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.

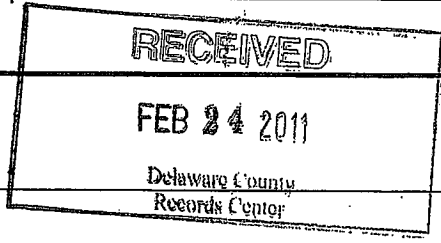
	11/18/2010
Records Commission Chair Signature	Date

### Section C: Ohio Historical Society - State Archives

	LGRP	1/14/11
Signature	Title	Date

### Section D: Auditor of State

	2-8-11
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.**



## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

**Section E: Records Retention Schedule**

Delaware County

Commissioner's office

(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
10-01	Annexation Files	Permanent	Paper/Electronic/ Microfilm	<p style="text-align: center;">Audited records for the years enclosed in the records have been certified by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</p>
10-02	Agendas for Commissioner's meetings	Until no longer of Administrative value	Paper/Electronic	
10-03	Bids (Successful)	3 yrs after expiration of contract provided audited by the Auditor of State	Paper/Electronic	
		15 yrs after expiration and provided audited by the Auditor of State if original is made a part of the contract and filed with the contact	Paper/Electronic	
10-04	Bids (Unsuccessful)	2 yrs	Paper/Electronic	
10-05	Board and Commission Appointments	Permanent- Maintained in Commissioner's Journal	Paper/Electronic/Microfilm	
10-06	Budget records: Annual Dept./Office budget working papers, budget requests, related correspondences and final Dept./Office budget	3 yrs after audited by the Auditor of State	Paper/Electronic	



10-07	Budget: Approved /Annual	Permanent-Documented in the Commissioner's Journal	Paper/Electronic/Microfilm	
10-08	Commissioner's Journals: Resolutions of all actions of the Board	Permanent/Historical	Paper/Electronic/Microfilm	
10-09	Commissioner's Journals for the County Home: Resolutions of County Home matters	Permanent/Historical	Paper/Electronic/Microfilm	
10-10	Contracts	15 yrs provided audited by the Auditor of State  2 yrs after expiration if entire contract recorded in Commissioner's Journal	Paper/Electronic	
10-11	County Department Records: Files containing reports, correspondences, policies, functions and decisions of county departments. Original record to be maintained by the department.	3 yrs	Paper/Electronic	
10-12	Deeds for County Property	Permanent/Historical	Paper/Electronic/Microfilm	
10-13	Ditch Records	Permanent	Paper/Electronic/Microfilm	
10-14	Dog Warden's Weekly Reports: Per Ohio Revised Code 955.12 – A yearly summary of all weekly statistics of all dog's seized	1 yr and audited by the Auditor of State	Paper/Electronic	
10-15	Grant Records: Office Copy. Original kept by initiating department/office	1 yr and audited by the Auditor of State	Paper/Electronic	
10-16	Index to Commissioner's Journals: Index by volume, page and a brief synopsis	Permanent/Historical	Paper/Electronic/Microfilm	

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. 117.08 O.R.C.



10-17	Index to Commissioner's Journals: County Home	Permanent/Historical	Paper/Electronic/Microfilm	
10-18	Public Securities/ Bonds	Until issue is paid	Paper/CD	
10-19	Leases: a) Equipment b) Real Estate	a) 2 yrs b) 5 yrs after expiration and audited by the Auditor of State	Paper/Electronic	
10-20	Leave Requests: Office Copy for Sick, Vacation and Comp time use	Until audited by the Auditor of State	Paper	
10-21	Road Petitions for vacation of roads and highways	Permanent/Historical	Paper/Electronic/Microfilm	
10-22	Receipt Books	Until audited by the Auditor of State	Paper/Electronic	
10-23	Subdivider Agreements: Copy of agreement(s) Original maintained by the Sanitary Engineer Information recorded in Commissioner's Journal	Copy retained until no longer of Administrative value	Paper/Electronic	
10-24	Time Cards Yellow cards	3 yrs provided audited by the Auditor of State	Paper	Audited means: the years encompassed by the reports have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
10-25	Video Recordings of Commissioner's meetings/sessions	CD's – 5 yrs after minutes approved in open session then destroy CD  County Web Server Placement – 5 yrs after minutes approved in open session then delete	Video recordings converted onto a CD and placed on the County Web Server	
10-26	Video File of Commissioner's meetings/sessions on Hearing Room Computer	3 months then delete session files from that computer	Computer in Hearing Room	



<p>10-27</p>	<p>Portable Video Camera Tapes of Commissioner's meetings/sessions</p>	<p>CD's – 5 yrs after minutes approved in open session then destroy CD</p> <p>County Web Server Placement – 5 yrs after minutes approved in open session then delete</p> <p>Reuse the Video Camera Tapes as needed</p>	<p>Video recordings converted onto a CD and placed on the County Web Server</p>	
<p>10-28</p>	<p>Digital Sound Recordings from a CD Recorder of Commissioner's meetings/sessions</p>	<p>CD's - 5 yrs after minutes approved in open session then destroy CD</p> <p>Digital File on the CD Recorder – Delete after minutes approved in Open session</p>	<p>Sound recordings converted onto a CD</p>	
<p>10-29</p>	<p>Sound Recordings from a 4 Track Cassette Player of Commissioner's meetings/sessions</p>	<p>Cassette tape – retain on cassette tape for 5 yrs after minutes approved in Open session then erase tape and reuse as needed</p>	<p>Sound recordings retained on cassette tape</p>	
<p>10-30</p>	<p>Community Authority Petitions and Amendments- Petitions result in creating a new political subdivision</p>	<p>Permanent</p>	<p>Paper/Electronic/Microfilm</p>	