



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

OCT 20 2021

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 and Section B must be filled out and signed by local government before submission to the State Archives

### Section A: Local Government Unit

Delaware County

Commissioner's Office

(Local Government Entity)

(Unit)

*Dawn Huston*  
 (Signature of Responsible Official)

*Acting County Administrator*  
 (Name)

(Title)

*10/13/21*  
 (Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Delaware County

(740) 833-2140

2079 US Rte. 23 North

Delaware

43015

(Telephone Number)

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](mailto: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 Burton*  
 Records Commission Chair Signature

*10/13/21*  
 Date

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

Signature

State Archivist

Title

10-25-2021

Date

### Section D: Auditor of State

**Records Manager**

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*

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Requ ired by LGR P
21-01	Agendas – a list of items to be discussed at meetings of the Board of Commissioners	Electronic – 1 year and until no longer of administrative value Paper – until conclusion of meeting	All media types		<input type="checkbox"/>
21-02	Annexation Files – petitions for annexation and other records pertaining to annexation proceedings	Permanent	All media types		<input checked="" type="checkbox"/>
21-03	Annual Budgets – appropriation measures allocating funds to county offices and departments	Permanent (published in Commissioners' Journal)	All media types		<input checked="" type="checkbox"/>
21-04	Annual Budget Working Papers – records created in preparation of budgets, such as memoranda, requests, and justification statements	2 years	All media types		<input type="checkbox"/>
21-05	Bed Tax Records – records of the receipt and administration of lodging excise taxes	7 years	All media types		<input type="checkbox"/>
21-06	Board Appointments – appointments to boards, commissions, and agencies	Permanent (published in Commissioners' Journal)	All media types		<input checked="" type="checkbox"/>
21-07	Commissioners' Calendar – schedule of upcoming meetings, sessions, and hearings	Until updated/superseded	All media types		<input type="checkbox"/>
21-08	Commissioners' Journal – official record of Board's resolutions, orders, and proceedings	Permanent  Copies of resolutions from the Journal are not permanent records and may be destroyed when no longer of administrative value	All media types		<input checked="" type="checkbox"/>
21-09	Commissioners' Journal Index – index of proceedings by volume and page number with brief synopsis	Permanent	All media types		<input checked="" type="checkbox"/>
21-10	Community Authority Files – petitions for the establishment or amendment of new community authorities and other records of such proceedings	Permanent	All media types		<input checked="" type="checkbox"/>
21-11	Cost Allocation Plans – assignment of costs between departments and agencies	7 years	All media types		<input type="checkbox"/>

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21-12	Deeds to County Property	Permanent	All media types		<input checked="" type="checkbox"/>
21-13	Disaster Plans – continuity of operations plans in the event of a disaster	Until updated, superseded or obsolete	All media types		<input type="checkbox"/>
21-14	Drainage Improvement Files – petitions and other records pertaining to drainage improvement proceedings	Permanent	All media types		<input type="checkbox"/>
21-15	Legal Counsel Files – working files of legal counsel, including claims/litigation, notes, informal guidance, and draft documents	6 years after matter is concluded or has no activity (for litigation, this includes exhaustion of any appeals)	All media types		<input type="checkbox"/>
21-16	Legal Opinions – formal written opinions rendered as guidance to the Commissioners by legal counsel	Permanent	All media types		<input checked="" type="checkbox"/>
21-17	Liquor License Records – requests for issuance or transfer of liquor permits	1 year after final action by Board of Commissioners or OLCC	All media types		<input type="checkbox"/>
21-18	Meeting and Public Hearing Notices	1 year	All media types		<input type="checkbox"/>
21-19	Minutes of Meetings – official written record of proceedings of Board's regular and special meetings	Permanent	All media types		<input checked="" type="checkbox"/>
21-20	Public Comment and Petitions – comments submitted to the Board or requests for Board action	5 years	All media types		<input type="checkbox"/>
21-21	Receipt Books	Until audited by the Auditor of State	All media types		<input type="checkbox"/>
21-22	Reports from Offices and Departments – reports required by statute to be filed with the Board	Retain for time period set forth in statute; if none stated, 1 year and until no longer of administrative value	All media types		<input type="checkbox"/>
21-23	Road and Sewer Petitions – petitions for road or sewer improvements (including vacation) and other records pertaining to such proceedings	Permanent	All media types		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Requ ired by LGR P
21-24	Subject Matter Files – informational records submitted by offices, departments, agencies, or the public in support of items submitted for Board approval; maintained by reference to resolution number or, for items not assigned a resolution number, by the submitting party	Retain records pertaining to matters with a resolution number for 8 years;  Retain other records for 1 year  Retain anonymous or unsolicited information until no longer of administrative value	All media types		<input type="checkbox"/>
21-25	Time Sheets – paper employee work time records for those departments not using software-based payroll system	3 years	Paper		<input type="checkbox"/>
21-26	Video and Audio Recordings of Commissioners' sessions	5 years after approval of official record of proceedings in session	Electr onic		<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 Delaware County General Schedule.

The departmental retention schedule should be referenced and used first. If a record series is not listed on the departmental schedule then the General Schedule can be used.