



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


OHIO HISTORY CONNECTION
 OCTOBER 26 2022
 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

(To complete this form online, use "tab" key to jump from box to box.)

<u>Delaware County</u> (Local government entity)	<u>Information Technology</u> (Unit)
	
(Signature of responsible official)	Steve Lewis (Name)
	Director (Title)
	8/31/22 (Date)

Section B: Records Commission

Delaware County Records Commission (740) 833-2140
 Records Commission (Telephone number)

2079 US Rte. 23 North Delaware 43015 Delaware
 (Address) (City) (Zip code) (County)

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

 10/26/2022
 Records Commission Chair Signature Date

Section C: Ohio History Connection- State Archives

Fred Previta State Archivist 11-4-2022
 Signature Title Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks
Date: 2022.11.17 11:18:13 -05'00'
 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**

Section E: RECORDS RETENTION SCHEDULE (RC-2)

Delaware County

Information Technology

(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	(6) RC-3 Required by OHS- LGRP
22-01	Annual Budget - Budget Preparation Paperwork	3 years	Paper/Electronic		<input type="checkbox"/>
22-02	Annual Reports Unit Plans of Work (UPW) Annual Plans of Work (APW)	3 years	Paper/Electronic		<input type="checkbox"/>
22-03	Audit Trail Files - Data generated during the creation of a master file or data-base used to validate a master file or database during a processing cycle	28 days (daily backup retention cycle)	Electronic		<input type="checkbox"/>
22-04	Bids - (Unsuccessful) Proposals – (Unsuccessful) Request for Qualifications (RFQ) Request for Bid (RFB)	2 years after Board Action	Paper/Electronic		<input type="checkbox"/>
22-05	Computer Usage Files - Electronic files or automated logs created to monitor computer systems usage including but not limited to log-in files, system usage files, data entry logs, Internet access and records of individual computer program usage	Automatically overwritten regularly-varies by device/application-Some you cannot change	Electronic		<input type="checkbox"/>
22-06	Contracts	See County's General Schedule	Paper/Electronic		<input type="checkbox"/>
22-07	Data Documentation/Data Dictionary Records - Records created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records used to explain the meaning, purpose, structure, logical relationships, and origin of the data elements	3 years after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format	Paper/Electronic		<input type="checkbox"/>
22-08	Data Processing Disaster Preparedness and Recovery Plans - Records relating to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster - Current plan only	Until superseded by a revised plan	Paper/Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

Delaware County

Information Technology

(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	(6) RC-3 Required by OHS- LGRP
22-09	Data Processing Operating Procedures - Procedures for the operation of computer equipment, production control, tape library, system backup, and other aspects of data processing operations	Until superseded, obsolete or upgraded	Paper/Electronic		<input type="checkbox"/>
22-10	Data Processing Policies - Records of data processing policies including those covering access and security, system development, data retention and disposition and data ownership - Current plan only	Until superseded, obsolete or replaced, retain one copy until audited	Paper/Electronic		<input type="checkbox"/>
22-11	Data Systems Specifications - Records necessary for using the system user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow charts, system specifications and input/output specifications	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment	Paper/Electronic		<input type="checkbox"/>
22-12	Email Exchange Dumpster (Deleted Emails) – Disposition of email messages that have been deleted from a user’s Deleted Items folder	We do NOT perform a backup of emails deleted from user’s Deleted Items folder.	Electronic		<input type="checkbox"/>
22-13	Email Backups – Backup of active email for disaster recovery purposes or accidental deletion. <i>NOT a backup of deleted emails in the Exchange Dumpster.</i>	10 years	Electronic		<input type="checkbox"/>
22-14	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	See County’s General Retention Schedule	Paper/Electronic		<input type="checkbox"/>
22-15	Help Desk Telephone Logs and Reports - Records used to document requests for technical assistance and responses to these requests as well as to collect information on the user of computer equipment for program delivery, security, or other purposes	1 year	Paper/Electronic		<input type="checkbox"/>

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22-16	Information Resources Management and Data Processing Service Plans - Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas	Retain until superseded obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
22-17	Network Usage Reports - Summary reports and other records created to document computer usage for reporting or other purposes.	Until no longer of administrative value to agency	Paper/Electronic		<input type="checkbox"/>
22-18	Operating System and Hardware Conversion Plans - Records relating to the replacement of equipment or computer operating systems.	1 year after successful conversion	Paper/Electronic		<input type="checkbox"/>
22-19	Payroll Worksheets – Employee Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	See County's General Retention Schedule	Paper/Electronic		<input type="checkbox"/>
22-20	Personnel Files	Maintained by Auditors Office	Paper/Electronic		<input type="checkbox"/>
22-21	System Backup Files - Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Daily backup - 31 days Month-End - 13 months Yearly- 1 year	Tapes/Electronic		<input type="checkbox"/>
22-22	Technical Program Documentation - Copy of program codes, flowcharts, maintenance logs, system change notices, original design documents, specifications, requirements, acceptance tests and other records that document computer programs and the modifications made to computer programs	Until all data in system has been migrated or destroyed	Paper/Electronic		<input type="checkbox"/>

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22-23	Text Database Files - Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system	3 years after discontinuance of system and until all system data is destroyed or transferred to a new operating environment	Paper/Electronic		<input type="checkbox"/>
22-24	Inactive Email Accounts and User Directories (Only those accounts managed by IT) Separated Employee email accounts & user directories Separated Department Head and Elected Official email accounts & user directories	3 years 5 years	Electronic		<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 and the Ohio Electronic Records Committee recommend that digital imaged records of permanent or greater than 10 year retention periods be maintained in an eye readable format in addition to digital formats.

All audits and audit discrepancies regarding any record title must be settled before the record(s) may be disposed of.

Records not listed on this Information Technology retention schedule are to be retained in accordance with the Delaware County General Schedule.

The retention periods specified are either required by statute or have been determined by acceptable and best practices. Where a lawsuit or agency proceeding is pending, a legal hold on the record(s) 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 schedule or the Delaware County General Schedule.