



NOV 19 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Delaware County
(local government entity)

EMA / LEPC / DWART
(unit)

Sean Miller
(signature of responsible official)

Sean Miller
(name)

Director
(title)

10-13-14
(date)

All of the aforementioned entities approved this schedule.

Section B: Records Commission

Delaware County

740-833-2140

Records Commission

(telephone number)

2079 US RTe 23 North, Suite 5, PO Box 8006, 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.

Gary Howell
Records Commission Chair Signature

11/12/14
Date

Section C: Ohio Historical Society - State Archives

Fred Prentiss
Signature

State Archivist
Title

11/28/14
Date

Section D: Auditor of State

Martin E. McBride
Signature

12-12-14
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

Delaware Co.

EMA/LEPC/DWART

(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
14-01	Declared Disaster in the County: Damage assessment forms, official correspondence between government entities, resolution for the declaration. Information would include details of historical interest, such as what type of disaster, area affected, etc. These are referenced for planning and exercise purposes.	Paper or CD*: Permanent until microfilmed. Remaining copy until no longer of administrative value. Microfilm: Permanent	Paper/ Microfilm /CD		<input checked="" type="checkbox"/>
14-02	Disaster Plan: Plan used for any county disaster. Examples include: Manual, Emergency Operations Plan (EOP) and associated plans (hazard specific, functional, mitigation, debris management) and standard operating guidelines. EOP in accordance with (IAW) Ohio Revised Code (ORC) 5502.26(A)2	Paper or CD*: Keep until updated or superseded. Remaining copy until no longer of administrative value.	Paper/CD		<input type="checkbox"/>
14-03	Invoices from Political Subdivisions: This is IAW the Delaware County EMA Agreement under Section 5502.26 of the ORC. This annual apportionment is based on a per capita amount established in the EMA Agreement. This is one of the main funding mechanisms for Delaware County EMA. Each jurisdiction Delaware County EMA serves pays an annual per capita amount based on population.	Paper or CD*: 5 Years. Remaining copy until no longer of administrative value.	Paper/CD		<input type="checkbox"/>
14-04	Local Emergency Planning Committee (LEPC) Grants: Notice of award and financial reports. EMA provides the functions of the LEPC through resolution and receives grant funding. These grants enable EMA to carry out the functions of the Delaware County LEPC, which include documenting chemical spills, public information requests and entering reporting industrial facility files into information systems.	Paper or CD*: Until audited by SERC and/or Auditor of State. Remaining copy until no longer of administrative value.	Paper/CD	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	<input type="checkbox"/>
14-05	LEPC Facility Files: Facility Identification Form, Emergency and Hazardous Chemical Inventory Form and maps. Industrial facilities which meet certain chemical storage thresholds are required to report related information to the LEPC. This is important for emergency plans, exercises and responses.	Paper or CD*: 7 years (Per Ohio EPA) Remaining copy until no longer of administrative value	Paper/CD	Sec. 117.26 O.R.C.	<input type="checkbox"/>
14-06	LEPC Compliance, Enforcement and Spill Reports: Files pertaining to chemical releases, compliance information or enforcement action. This includes additional information from facilities, documentation of chemical spills of certain thresholds, etc.	Paper or CD*: Permanent until microfilmed. Remaining copy until no longer of administrative value.	Paper/ Microfilm /CD		<input type="checkbox"/>



(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
		Microfilm: Permanent			
14-07	Homeland Security Grants: Notice of award, budget worksheets, requests for cash, purchase orders, invoices, vouchers, pay-ins and audits. Utilized for staff planning costs and procurement of equipment for emergency responders. Examples include planning efforts for terrorism related responses and response equipment for chemical, biological, radiological, nuclear and explosion/terrorism incidents.	Paper or CD*: 3 years after closeout by Ohio Emergency Management Agency (OEMA). In cases of audit or litigation, files must be kept until the issues are resolved or 3 years after closeout, whichever is later. Remaining copy until no longer of administrative value	Paper/CD		<input type="checkbox"/>
14-08	Secure Homeland Security Records: Critical infrastructure data, policies and secure messages. Contains analyses of vulnerable areas, hazards, threats and risks. These are utilized for planning purposes.	Paper or CD*: 10 years. Remaining copy until no longer of administrative value.	Paper/CD		<input type="checkbox"/>
14-09	Delaware County Office of Homeland Security and Emergency Management Executive Board Meeting Minutes: Minutes show motions passed by the Executive Board and are a record of month to month operations of the Delaware County EMA.	Paper or CD*: Permanent until microfilmed. Remaining copy until no longer of administrative value. Microfilm: Permanent	Paper/ Microfilm /CD		<input checked="" type="checkbox"/>
14-10	LEPC Meeting Minutes: Minutes show motions passed by the LEPC and discussion on hazardous materials planning, response and exercises. Many community organizations are represented on the LEPC, including industry.	Paper or CD*: Permanent until microfilmed. Remaining copy until no longer of administrative value. Microfilm: Permanent	Paper/ microfilm /CD		<input checked="" type="checkbox"/>
14-11	Delaware County Dangerous Wild Animal Response Team (DWARD) Meeting Minutes ORC Section 935.27: Minutes show motions passed by the DWARD and planning and coordination discussions on a dangerous wild animal escape or release.	Paper or CD*: Permanent until microfilmed. Remaining copy until no longer of administrative value. Microfilm: Permanent.	Paper/ Microfilm /CD		<input checked="" type="checkbox"/>
14-12	Delaware County DWARD Plan ORC Section 935.28: Plan is a reference document for response to a dangerous wild animal escape or release in Delaware County.	Paper or CD*: Keep until updated or superseded. Remaining copy until no longer of administrative value.	Paper/CD		<input type="checkbox"/>

*CD- Approximate life of a CD is 10 years. Information on a CD must be transferred to another media type if retention exceeds 10 years.