



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

OHIO HISTORY CONNECTION

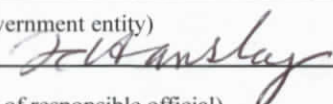
APR 10 2015

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

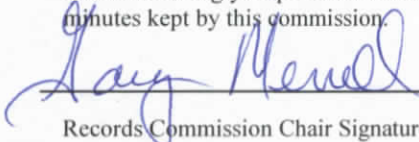
Delaware County		Economic Development	
(local government entity)		(unit)	
	Tim Hansley	County Administrator	2/24/15
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Delaware County		Records Commission	
		(telephone number)	
2079 US Rte 23 N/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:
eshaw@co.delaware.oh.us

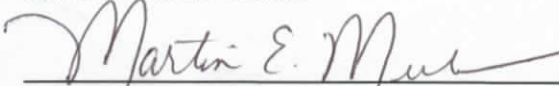
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	4/8/15
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	4/10/15
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	4-27-15
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

RECEIVED

FEB 25 2015

DELAWARE COUNTY
 RECORDS CENTER

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

Delaware County

Economic Development

(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 LGRP	(6) RC-3 Required by LGRP
15-01	Ohio Business Bonds, Grants, Loan and Tax Credit Programs Community Reinvestment Area Includes Agreement, Resolution, Reports, School Notification, School Compensation Agreement, Financials and Contracts.	8 years after the agreement has expired or terminated.	Paper - 8 yrs Electronic- until no longer of administrative value		<input type="checkbox"/>
15-02	Ohio Business Bonds, Grants, Loans and Tax Credit Programs Enterprise Zone Includes Agreement, Resolution, Reports, School Notification, School Compensation Agreement, Financials and Contracts.	8 years after the agreement has expired or terminated.	Paper - 8 yrs Electronic- until no longer of administrative value		<input type="checkbox"/>
15-03	Ohio Business Bonds, Grants, Loans and Tax Credit Programs Tax Increment Financing Includes Agreement, Resolution, Reports, School Notification, School Compensation Agreement, Financials and Contracts.	8 years after the agreement has expired or terminated.	Paper - 8 yrs Electronic- until no longer of administrative value		<input type="checkbox"/>
15-04	Ohio Business Bonds, Grants, Loans and Tax Credit Programs Tax Incentive Review Council Includes correspondence regarding Annual Meeting, Annual Payroll/Compliance Information from company with tax incentive(s), Sign-In Sheet and Minutes from Annual Meeting.	4 years	Paper - 4 yrs Electronic- until no longer of administrative value		<input type="checkbox"/>
15-05	Community Development Block Grant Programs (CDBG) Allocation Grant Includes Application(s) from non-profits and municipalities requesting CDBG funds that were funded and not funded, Grant Agreement, Financial Reports, Environmental Review, Civil Participation, National Objective, Procurement Policies, Contracts and Project Files containing records of funded projects including Davis Bacon information and project specifications.	8 years after the County receives the final close letter from the State of Ohio. Per HUD	Paper - 8 yrs Electronic- until no longer of administrative value		<input type="checkbox"/>
15-06	Community Development Block Grant Programs (CDBG) Revolving Loan Fund Program Includes Application, UCC, Financial Reports, Environmental Review, Civil Participation, National Objective, Procurement Policies and Contracts.	8 years after the County receives the final close letter from the State of Ohio. Per HUD	Paper - 8 yrs Electronic- until no longer of administrative value		<input type="checkbox"/>

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

Delaware County

Economic Development

(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 LGRP	(6) RC-3 Required by LGRP
15-07	<p>Housing Rehabilitation Funded by Community Development Block Grant (CDGB) Programs Includes Applications received by homeowners that were funded and not funded, project files containing address, work specifications, contractor information, Promissory Note and Mortgage, foreclosure information and confirmation of sale.</p>	The duration of the underlying loan, plus 8 years after release of mortgage.	Paper – Stated retention Electronic- until no longer of administrative value		<input type="checkbox"/>
	<p>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.</p> <p>All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.</p> <p>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.</p> <p>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.</p>				