



Ohio History Connection  
 State Archives of Ohio OHIO HISTORY CONNECTION  
 Local Government Records Program  
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 STATE AND LOCAL DELAWARE COUNTY  
 GOVERNMENT RECORDS RECORDS CENTER

**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		Emergency Communications	
(Local Government Entity)	(Unit)		
	Patrick V. Brandt	Director	11/5/2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

Delaware County Records Commission		740.833.2140	
		(Telephone Number)	
2079 US Route 23 North	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](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.

	11/20/19
Records Commission Chair Signature	Date

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

	State Archivist	11-27-2019
Signature	Title	Date

**Section D: Auditor of State**

	Records Mgr	12-9-19
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

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Delaware County

Emergency Communications

(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
19-01	Dispatch Runs Sheets - Which contain: location of incident, any dispatcher comments, who responded to the call and disposition if applicable.	Permanent	DATA will be extracted from CAD System and electronically transmitted to digital archive writer to produce microfilm. If system goes down dispatcher will revert to paper. Paper copy retained until info entered into CAD system		<input type="checkbox"/>
19-02	Standard Operating Procedures Policies and procedures regarding agency operations	Until revised or rescinded	Electronic (Maintained in PowerDMS Software)		<input type="checkbox"/>
19-03	Master Street Address Guide contains all road and address points in Delaware County	Until superseded	Electronic (Maintained Online Frontier Communications)		<input type="checkbox"/>
19-04	Master Street Address Guide (MSAG) Correction Forms / Error Listing. Electronic form used with phone company to fix or modify any error in the Master Street Address Guide.	Until issue /error corrected or resolved by telephone company. Automatically deleted from system once verified.	Electronic (Maintained in On-Line Frontier Communications)		<input type="checkbox"/>
19-05	9-1-1 Phone System: IP call processing solution that includes 9-1-1 trunks and administrative non-emergency phone line for requests for services from the public, emergency personnel and alarm complaints. System has the ability	Info used to create Runs Sheets (19-01). Once Run Sheet created info is no longer of	Paper- Until entered into CAD System once in CAD		<input type="checkbox"/>

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	Calls are logged into CAD. If an emergency call is received by a Responder an Incident Form is completed in CAD. If CAD is down a paper Incident Form is completed and entered into CAD Once available to transfer 9-1-1 calls or nonemergency calls to Delaware County Sheriff's office and other outside jurisdictions	administrative value	Data will be extracted from CAD System to create a Run Sheet (19-01) Run Sheets are permanent. Microfilm		
19-06	Community House Watch Request for law enforcement to check business or residence in order to curb criminal activity	Upon cancellation by requestor and no longer of administrative value	Electronic		<input type="checkbox"/>
19-07	NICE Recording System: Video/Screen Capture NICE screens for quality control within department	14 days if no issues. If issues written up and goes to disciplinary section of personnel file	Electronic if no issues Paper if written up for problems/ issues.		<input type="checkbox"/>
19-08	NICE Recording System 8 channels dedicated to recording Delaware 800 System. Various 800 / VHF frequency being recorded of audio traffic to and from emergency responders. 911 Trunks and Non-Emergency/Administrative phone lines are recorded. Call can be forwarded to the proper entity if needed. In which the system will acts as a phone transfer system	All Delaware County Radio recordings are maintained for 6 months. After 6 months the media is written over or deleted Automatically.  Calls received on 911 Trunks/ Lines are maintained for 12 months. After 12 months the media is written over or deleted automatically  Calls received on phone lines other than the	Electronic		<input type="checkbox"/>

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		911 Trunks / Lines - 6 months then media is written over or deleted automatically Non-Essential			
19-09	Disaster Recovery (DR) Delaware County Backups the CAD System Daily and stores the information at the DR Site. The CAD System can be restored at the DR site when/if needed.	Data is updated every 60 minutes by County Data Center	Electronic		<input type="checkbox"/>
19-10	Road Closing reports: Notification from another government agency of road/street closure to detour public safety vehicles.	Paper: Destroyed once entered into CAD. CAD System updated once road re-opened	Paper/ Electronic		<input type="checkbox"/>
19-11	Computerized Criminal History Log Book Record of criminal histories accessed for official purposes	6 years	Paper		<input type="checkbox"/>
19-12	Law Enforcement Automated Data System Newsletter: Newsletter issued by Ohio Highway Patrol	Paper: current year plus 3 years Electronic Copy: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
19-13	LEADS Validation Files and Correspondence. Monthly review of files entered into law enforcement database to ensure accuracy of entry.	Paper: Current year plus 1 year Electronic Copy: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
19-14	CHAT via CAD/RM system (CHAT is an instant message feature to send/receive instant messages to other agency users logged into the CAD/Records Management System)	60 days pending no legal or administrative value	Electronic in CAD System. Automatic purge		<input type="checkbox"/>
19-15	CAD Audit / Security Log. A log file that shows anytime anyone opens, modifies, or	2 years pending no legal or	Electronic in CAD System.		

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	does anything to a record within the CAD system.	administrative action	Automatic purge		<input type="checkbox"/>
19-16	Text to 9-1-1 Call information: When a text to 9-1-1 call is received the employee answering the call will enter the information into the CAD call for service.	Info used to create Run Sheets (19-01). Once Run Sheet created info is no longer of administrative value	Paper- Until entered into CAD System once in CAD Data will be extracted from CAD System to create a Run Sheet (19-01) Run Sheets are permanent. Microfilm		<input type="checkbox"/>
19-17	Annual Report	Permanent	Microfilm Electronic and web site until superseded		<input checked="" type="checkbox"/>
19-18	9-1-1 Board Meetings Minutes	Permanent	Microfilm Electronic and web site until superseded		<input checked="" type="checkbox"/>
19-19	Grievances Complaints of violations of labor agreement	Office Copy Until Resolved Forwarded to Human Resources who maintains for 3 years	Electronic or Paper sent to Human Resources		<input type="checkbox"/>
19-20	Performance Evaluations of probationary employees – Daily observation reports and evaluations completed while on probation	Until employee successfully completes probationary period plus one year	Electronic		<input type="checkbox"/>
19-21	Accreditation Files Records compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA)	4 years or until reaccredited by CALEA	Electronic		<input type="checkbox"/>
19-22	FCC Licenses - Frequency Licenses approved by FCC for Delaware County Emergency Communications / 9-1-1	Until superseded or expired	Paper		<input type="checkbox"/>

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19-23	Training Record Files – Log of completed training, lesson plans, and certificates awarded from training(s)	Permanent CAD System entries 6 years	Microfilm		<input type="checkbox"/>
19-24	9-1-1 Board By Laws	Until superseded	Electronic		<input type="checkbox"/>
19-25	Text Messages Includes agency-owned and personal electronic devices used for work purposes	Retention based on type of communication See County General Schedule	Electronic/ paper		<input type="checkbox"/>
19-26	Daily Administrative Reports – Reports that ensure the operation of the center. Data from reports obtain from CAD	CAD System entries 6 years	Electronic		<input type="checkbox"/>
19-27	911Connect Software – Software provides feedback from all employees on work performance	3 years	Electronic		<input type="checkbox"/>
19-28	APCO Software - criteria-based guide card software provides pre-arrival instructions for Medical, Law, and Fire calls	Updated or revised as needed per Medical Director	Paper / Electronic		<input type="checkbox"/>
19-29	Memos – Agency communications regarding a broad spectrum of subject matters	Retention based on type of communication See County General Schedule	Paper / Electronic		<input type="checkbox"/>
19-30	Customer Survey Results. Documentation of feedback forms received from previous customers served by Delaware County Emergency Medical Services	5 years and until no longer of administrative value	Paper / Electronic		<input type="checkbox"/>
19-31	APCO Quality Assurance Call Review. Random number of calls are reviewed to ensure the quality of our performance. Each call that is reviewed is scored and reviewed with the employee.	5 years and until no longer administrative value	Paper / Electronic		<input type="checkbox"/>