



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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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 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

Facilities Management

(Local Government Entity)

(Unit)

[Signature]

Jon Melvin

Director of Facilities

5-3-22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

(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:

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.

[Signature]

10/26/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]

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 11:13:10 -05'00'

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 Auditor of State or LGRP	(6) RC-3 Required by LGRP
22-01	Access Control Data: Data of events relating to card readers and access control system	3 yrs provided no pending litigation	All media types		<input type="checkbox"/>
22-02	Construction Documents: As-Built documents/plans Change Orders Construction Meeting Minutes Notice of Commencement/Furnishing Pay Application Prevailing Wage Reports Waivers/Release of Liens/Affidavits	Permanent Retain with contract for as long as contract retention Permanent Retain with contract for as long as contract retention 3 yrs provided audited by the Auditor of State 3 yrs provided audited by the Auditor of State Retain with contract for as long as contract retention	All media types	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 Sec. 117.26 O.R.C	<input type="checkbox"/>
22-03	Internet Auction Records: Government auctions held to sell property which is owned by the government. Records may include, sellers and buyers certificate, Commissioner's Resolution(s), Bill of Sale and any other documents related to an online auction sale	3 yrs provided audited by the Auditor of State	All media types		<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 LGRP	(6) RC-3 Required by LGRP
22-04	Delaware County Surplus Property Internet Auction Disposal Form	Until audited by the Auditor of State and no discrepancies or litigation	All media types		<input type="checkbox"/>
22-05	Surveillance Video (Digital): Electronic recording used to protect against theft, burglaries, dishonest people, to protect the perimeter of a property or buildings, to monitor day to day operations and to assist with loss prevention. Security camera recording is maintained on a hard drive	Until hard drive is full and automatically overridden Clips or recording may be extracted or retained longer if there is litigation	All media types		<input type="checkbox"/>
22-06	Telephone Detail Records: Authorization Code Report (Retain with department charge backs) Charge Backs. Provides individual office details of their telephone costs and records Original Call Detail (Bill copy) Original Call Detail (Electronic copy) Original Call Detail (Phone Data)	Until audited by the Auditor of State Until audited by the Auditor of State Paid and 3 yrs provided audited by the Auditor of State 3 yrs provided audited by the Auditor of State	All media types		<input type="checkbox"/>
22-07	Fire Inspection Reports: Annual Inspection. Completed by Delaware City Fire Department to ensure County is up to date and within code	2 yrs			<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 LGRP	(6) RC-3 Required by LGRP
	Semi Annual Inspection Completed by vendor to show systems have been inspected and are working properly	2 yrs	All media types		<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 above 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 or the 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 the General Schedule can be used.