



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

CITY 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		Facilities Management	
(local government entity)		(unit)	
	Jon Melvin	Interim Director of Facilities	8/3/16
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Delaware County Records Commission		(740) 833-2140	
		(telephone number)	
2079 US Rte 23 North/PO Box 8006	Delaware County	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.

	10/5/16
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	10/30/2016
Signature	Title	Date

Section D: Auditor of State

	Records Manager	10-27-16
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

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DELAWARE COUNTY RECORDS CENTER

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

Delaware County

Facilities Management

(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	(6) RC-3 Required by
15-01	Access Control Data: Data of events relating to card readers and access control system	3 yrs provided audited by the Auditor of State	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"/>
15-02	Auction Documents: Buyers Registration Sheet Clerking Ticket Sheets Copies to Titles to vehicles sold Proof of Publication Certificate of Registration to Vehicles sold	1 yr after auction 1 yr after auction 3 yrs after auction 1 yr after auction 1 yr after auction	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"/>
15-03	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 Permanent Retain with contract for as long as contract 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	All media types		<input checked="" type="checkbox"/> <i>(for as-built documents and meeting minutes)</i>
15-04	Internet Auction Records: Seller's and Buyer's Certificate from property sold through an online auction Disposal Request Form from offices disposing of personal property	3 yrs provided audited by the Auditor of State Until Audited by the Auditor of State			<input type="checkbox"/>
15-05	Surveillance Video (Digital): Electronic recording of video from security cameras onto a hard drive	Until hard drive is full and automatically overridden	All media types		<input type="checkbox"/>
15-06	Telephone Detail Records: Authorization Code Reports (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 (Disk copy) Original Call Detail (Phone Data)	Until Audited by the Auditor of State Until Audited by the Auditor of State Until paid 3 yrs provided audited by the Auditor of State 3 yrs provided audited by the Auditor of State	All media types		<input type="checkbox"/>
15-07	Fire Inspection Reports: Annual Inspection: Completed by Delaware City Fire Department to ensure County is up to date and within code	2 yrs	All media types		<input type="checkbox"/>

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

See instructions before completing this form.

Delaware County

Facilities Management

(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
	Semi Annual Inspection: Completed by vendors to show systems have been checked and are working				<input type="checkbox"/>
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