

OCT 10 2015

STATE AND LOCAL  
GOVERNMENT RECORDS



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

# SUPERCEDES ALL PREVIOUS RETENTION SCHEDULES RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Delaware General Health District

Assessment Planning and Education

(local government entity)

(unit)

Shelia Hiddleston  
(signature of responsible official)

Shelia Hiddleston  
(name)

Health Commissioner  
(title)

5-19-15  
(date)

### Section B: Records Commission

Delaware County Records Commission

740.833.2140

Records Commission

(telephone number)

2079 US Rte. 23 N/PO Box 8006  
(address)

Delaware  
(city)

43015  
(zip code)

Delaware  
(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.

Jeff Benton  
(Signature)

10/14/15  
(Date)

Records Commission Chair Signature

### Section C: Ohio Historical Society - State Archives

Fred Prewitt  
(Signature)

State Archives  
(Title)

10/21/2015  
(Date)

Signature

Title

Date

### Section D: Auditor of State

Martin E. Mueb  
(Signature)

11-5-15  
(Date)

Signature

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

JUN 10 2015

DELAWARE COUNTY  
RECORDS CENTER



**Section E: Records Retention Schedule**

Delaware General Health District

Assessment, Planning and Education

(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
APE – 15-01	Child Fatality Review Board Records – Reviews and reports by Child Fatality Review Board of child deaths that have occurred in Delaware County.	One year - After state audit is released.	Paper		<input type="checkbox"/>
APE – 15-02	Community Assessment Reports – includes Community Assessment, Community Health Plan, and Health Impact Assessment.	Paper until document is converted to electronic. Electronic Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
APE – 15-03	Community Assessment Materials – used in the collection of data and preparation of reports.	Until report is finalized	Paper Electronic		<input type="checkbox"/>
APE – 15-04	Home Assessment Forms – documentation of assessment conducted in individual residences for falls risks.	1 year after grant cycle is terminated	Paper		<input type="checkbox"/>
APE – 15-05	Permission forms for Car Seat Installation and purchase – Authorizations completed by individuals having car seat fittings and /or purchasing car seats.	Three years	Paper		<input type="checkbox"/>
APE – 15-06	Preparedness Plans – Including Continuity of Operations, Emergency Response, Mass Vaccinations, Strategic National Stockpile, Internal Response, Risk Communications, Tactical Communication Plans.	Electronic -1 year after revised. Paper until superseded.	Paper Electronic		<input type="checkbox"/>
APE – 15-07	Ohio Buckles Buckeye Distribution Form –for car seats issued to families receiving car seats through Ohio Buckles Buckeye	Three years	Paper		<input type="checkbox"/>

**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.**