



OCT 13 2015

STATE AND LOCAL
GOVERNMENT RECORDS

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

Environmental Health

(local government entity)

(unit)

Shelia L. Hiddleston
(signature of responsible official)

Shelia Hiddleston
(name)

Health Commissioner
(title)

6/24/15
(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 Bantz
Records Commission Chair Signature

10/14/15
Date

Section C: Ohio Historical Society - State Archives

Fred Meints
Signature

State Archivist
Title

10-21-2015
Date

Section D: Auditor of State

Martin E. Mel
Signature

11-5-15
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 30 2015

DELAWARE COUNTY
RECORDS CENTER



Section E: Records Retention Schedule

Delaware General Health District

Environmental Health

(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
EH 15-01	Animal Bite Records – reports, notifications, inspections and lab reports relating to animal bite incidents.	Six years	Paper/Electronic		<input type="checkbox"/>
EH 15-02	Applications for permits and licenses– submitted by individuals to operate respective operations or systems. Includes: Commercial food services, temporary food services, vending food services, mobile food services, retail food establishments, Micro Markets, campgrounds, composting facilities, landfills, semi-public sewage systems, swimming pools, tattoo and body piercing parlors, transfer stations and solid waste facilities..	Six years	Paper		<input type="checkbox"/>
EH 15-03	Applications – unapproved for permits for Plumbing, private sewage systems and private water systems.	Permanent	Paper		<input type="checkbox"/>
EH 15-04	Certifications to State – Documentation of permits issued sent to the State and accompanied with appropriate state fees. Includes Bathing areas, campgrounds, retail food establishments, Micro Markets, commercial food services, temporary food services, vending food services, mobile home parks, private water systems, solid waste, swimming pools and sewage systems.	Six years after audit	Paper Electronic		<input type="checkbox"/>
EH 15-05	Daily Activity Logs – details of daily activities of sanitarians and plumbing inspectors.	Two years after audit	Electronic		<input type="checkbox"/>
EH 15-06	Environmental Complaint Records – Complaint forms, logs and inspection notes regarding environmental health nuisance complaints. Including but not limited to, food services, public nuisances, and residential.	Five years after abatement	Paper Electronic		<input type="checkbox"/>
EH 15-07	Environmental Stream Monitoring Records - data generated from assessing health status of selected waterways.	Five years	Paper		<input type="checkbox"/>
EH 15-08	Food borne Illness Investigation Reports – includes patient's name, type of lab tests and results and related information	Two years provided no litigation pending.	Paper		<input type="checkbox"/>
EH 15-9	Food Service Cost Methodology – details expenses and costs associated with the food service program. Is used to justify fees for food service licenses.	Two years after State Survey	Paper		<input type="checkbox"/>
EH 15-10	Hazardous Materials Incident Reports - Emergency Response/Requests/Disaster Response Records.	Until no longer of administrative value	Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
EH 15-11	Inspection Records – Documentation of inspections conducted during the installation or abandonment of Plumbing, private sewage, semi public sewage and private water systems	Paper until document is converted to electronic. Electronic Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
EH 15-12	Routine Inspection Records – Conducted periodically to assess the functionality of systems/operations and adherence to standards and laws. Includes Bathing beaches, Campgrounds, Composting facilities, food services, infectious waste institutions, landfills, maternity wards, commercial food services, temporary food services, micro markets, mobile food services, playgrounds, private sewage systems, refuse haulers, schools, semi -public sewage systems, swimming pools, tattoo parlors/body piercing, tires, transfer stations, vending food services, water haulers.	Six years after date of inspection provided all violations have been corrected.	Paper Electronic		<input type="checkbox"/>
EH 15-13	Laboratory records for water samples taken to test water supply.	Five years	Paper		<input type="checkbox"/>
EH 15-14	Program Logs – document activity in program areas may including details specific to program such as locations, dates and chemical useage. Programs include, hazardous materials/disaster response, mosquito spraying, nuisance complaint, plumbing, private sewage systems, private water systems, rabies,	Five Years	Paper Electronic		<input type="checkbox"/>
EH 15-15	Permits – authorize installation of respective systems including plumbing, private water systems, private sewage systems and small flow sewage treatment sewage systems.	Paper until document is converted to electronic. Electronic until of no longer administrative value	Paper/ Electronic		<input type="checkbox"/>
EH 15-16	Environmental Health Program Plans – details of systems for installation including campgrounds, private sewage systems, plumbing systems, schools, semi-public sewage systems, solid waste facilities, subdivisions, swimming pools, tattoo and body piercing parlors, commercial food services, retail food establishments, Micro Markets.	Paper until document is converted to electronic. Electronic until of no longer administrative value	Paper/ Electronic		<input type="checkbox"/>
EH 15-17	Private Water System Well Logs and Completion Forms – records documenting installation and completion of establishing a well.	Permanent	Paper		<input type="checkbox"/>
EH 15-18	Registrations for Contractors – includes information on bond, liability, proof of continuing education for contractors including plumbers, scavengers, service contractors sewage installers, and water haulers	Five years	Paper		<input type="checkbox"/>
EH 15-19	Sanitary Orders – submitted to landowners in violation of local regulations, Ohio Revised or Ohio Administrative Codes. ORC 3709. ORC 3707.01 ORC 3707.02 ORC 3714.12	Five years after compliance is achieved	Paper		<input type="checkbox"/>



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EH 15-20	Smoke Free Workplace Investigation Reports – conducted in response to complaints of violation of Smoke free Workplace laws.	Six years	Paper		<input type="checkbox"/>
EH 15-21	Site Evaluations – conducted prior to construction of compost facilities, landfills, manufactured home parks, private sewage and private water systems.	Permanent	Paper		<input type="checkbox"/>
EH 15-22	Surveys – audits conducted by state to assess adherence to standards of program. Includes campgrounds, commercial food service, retail food services, mobile food services, micro markets, temporary food services. Pesticide inspection report, pools, private water systems, solid waste, sewage.	Six years	Paper		<input type="checkbox"/>
EH 15-23	Variance Requests – Sewage, water, subdivision and plumbing	Permanent	Paper		<input type="checkbox"/>
EH 15-24	Vector Borne Disease Records – Includes testing of host and serology for diseases including Lyme, Rocky Mountain Spotted Fever, Arbo Virus, encephalitis.	Five years	Paper		<input type="checkbox"/>