



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

APR 10 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

Fiscal

(local government entity)

(unit)

Shelia Hiddleston Shelia Hiddleston Health Commissioner 3-11-15
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Delaware County

740.833.2140

Records Commission

(telephone number)

2079 US Rte 23 N/PO Box 8006 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.

Larry Merrill
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Fred Trent State Archivist 4/16/15
 Signature Title Date

Section D: Auditor of State

Martin E. Mub 4-27-15
 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**

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 DELAWARE COUNTY
 RECORDS CENTER



Section E: Records Retention Schedule

Delaware General Health District

Fiscal

(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
FIS 15-01	Appropriation Certifications – Certifies appropriation request has been approved by the County Auditor	Five years after state audit	Paper		<input type="checkbox"/>
FIS 15-02	Appropriation Requests – Requests for changes to previously set appropriations. Are sent to the County Auditor	Five years after state audit	Electronic		<input type="checkbox"/>
FIS 15-03	Audit Reports – Received after completion of state audit.	Until no longer of administrative value	Paper Electronic after 2012		<input type="checkbox"/>
FIS 15-04	Annual Budgets and Revisions	Four years after State audit	Paper		<input type="checkbox"/>
FIS 15-05	Cash Reports – County Auditor verification of availability of funds.	Five years	Paper		<input type="checkbox"/>
FIS 15-06	Delivery and Packing Slips – attached to P.O. and once bill is received, attached to voucher.	Four years	Paper		<input type="checkbox"/>
FIS 15-07	Expenditure Report – County Auditor report used to compute monthly financial report.	Five years	Paper Electronic		<input type="checkbox"/>
FIS 15-08	Grant Files – includes federal, state or other grant records which document the expenditure and use of grant funds.	Three years after grantor or state audit.	Paper		<input type="checkbox"/>
FIS 15-09	Inventory of Property and Equipment – original computer printout documenting inventoried items, instructions and worksheets used to complete the inventory report.	Four years after audit	Paper Electronic		<input type="checkbox"/>
FIS 15-10	Invoices – bills for goods shipped or received and services rendered. They are matched with purchase orders and receiving reports, and attached to vouchers for payment.	Original sent to County Auditor. Agency copy four years.	Paper		<input type="checkbox"/>
FIS 15-11	Liability Insurance Policy – certificates of benefits renewed annually.	5 years provided all claims are settled	Paper		<input type="checkbox"/>
FIS 15-12	Monthly financial summaries – provided to governing body	Five years after state audit	Paper Electronic		<input type="checkbox"/>
FIS 15-13	Pay in reports – Daily documentation of funds receipted and submitted to County Auditor. Includes cash, checks and direct deposits.	3 years after state audit	Paper		<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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
FIS 15-14	Payroll Deduction Authorizations – includes authorization for charitable organizations, savings deposits, retirement funds and direct deposit.	Permanent	Paper		<input type="checkbox"/>
FIS 15-15	Payroll Records – Preparatory records used to submit to County Auditor for the execution of agency payroll. Includes Employee Action Forms, Summary of hours, employee time sheets, time approval forms, contribution register and payroll register.	Four years after State audit	Paper Electronic		<input type="checkbox"/>
FIS 15-16	Purchase Orders – Used to encumber funds from County Auditor's office for agency purchases.	Four years	Paper		<input type="checkbox"/>
FIS 15-17	Receipt Books – Carbon copies of handwritten receipts used when computers are down or offsite events.	Four years after State audit.	Paper		<input type="checkbox"/>
FIS 15-18	Requisitions for Purchase – Forms used by staff to request PO to purchase goods and services.	Four years after State audit.	Paper Electronic		<input type="checkbox"/>
FIS 15-19	Revenue Report – details of monthly income, generated by County Auditor	Five years after State audit	Paper Electronic		<input type="checkbox"/>
FIS 15-20	Standard Vouchers – Documents received from County Auditor detailing assigned PO # and identifying details of goods or services requested	Four years	Paper		<input type="checkbox"/>
FIS 15-21	Transfers – documentation of temporary and permanent fund transfers.	Four years after transfer is paid back and after audited by the State	Paper		<input type="checkbox"/>
FIS 15-22	Travel expense reports – Documentation of agency and board reimbursed travel expenses.	Four 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.