



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

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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 General  
(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 IIS 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

Frankie State Archives 4/16/15  
Signature Title Date

### Section D: Auditor of State

Martin E. Mohr 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

RECEIVED

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DELAWARE COUNTY  
RECORDS CENTER



## Section E: Records Retention Schedule

Delaware General Health District

General

(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
GEN 15-01	Agency Insurance liability claims – claim forms, litigation materials.	Five years after claim is closed.	Paper		<input type="checkbox"/>
GEN 15-02	Agency Liability Insurance Policy	Until superseded	Paper		<input type="checkbox"/>
GEN 15-03	Attorney General Opinion – Documents received supporting stated opinion presented by Attorney General	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN 15-04	Audio Tapes of Public Meetings - Recordings of public meetings that are summarized in written form and presented to appropriate bodies for approval.	Until written minutes are approved.	Electronic		<input type="checkbox"/>
GEN 15-05	Certificate of Record Disposal – RC 3 prepared and submitted to OLGRC for disposal of agency records according to retention schedule	Five years after approved by LGRC	Paper		<input type="checkbox"/>
GEN 15-06	Community Newsletters – published twice per year as an annual report and a fall newsletter.	Electronic Until no longer of administrative value Paper Permanent	Paper Electronic		<input type="checkbox"/>
GEN 15-07	Contact materials – directories, mailing lists, rosters and registers compiled by the agency	Until superseded or no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 15-08	Contracts – Memorandum of Understanding and contracts approved by the Board of Health	Permanent	Paper		<input type="checkbox"/>
GEN 15-09	Correspondence – Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc.  Transient – Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value.	Paper Electronic Fax		<input type="checkbox"/>
GEN 15-10	General – Requests for information pertaining to interpretation and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Two years	Paper Electronic Fax		<input type="checkbox"/>



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GEN 15-11	Substantive – Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Five years; file with related records if content requires longer retention; appraise for historical value	Paper Electronic Fax		<input type="checkbox"/>
GEN 15-12	Customer Complaints – completed complaint forms submitted by customers.	Three years after submission	Paper Electronic		<input type="checkbox"/>
GEN 15-13	Employment Applications and investigation materials: Hired Application for employment for individuals then hired. Back ground and reference checks.	Paper – incorporate into personnel file. Electronic – printed for file. And then until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
GEN 15-14	Employment Applications: Not interviewed Applications for individuals not interviewed.	2 years	Electronic		<input type="checkbox"/>
GEN 15-15	Employment Applications and investigation materials: Interviewed but not hired Applications for individuals interviewed but not selected for position. Includes interview notes and background checks	2 years	Electronic		<input type="checkbox"/>
GEN 15-16	Equal Employment Opportunity (EEO) Reports – Reports submitted to the State containing data used to track EEO statistics and reports indicating position applied for, as well as applicants sex, race, and ethnicity.	3 years after report is filed.	Paper and electronic		<input type="checkbox"/>
GEN 15-17	FMLA - Disclosure & correspondence to employees utilizing FMLA leave and record keeping requirements.	Three years after FMLA incident is closed.	Paper		<input type="checkbox"/>
GEN 15-18	Grant Administration Records – includes applications and attachments, consortium files, staff meeting minutes.	3 years after the submission of the final close out report	Paper Electronic		<input type="checkbox"/>
GEN 15-19	Health and Wellness Records - Health program information designed to maintain employee well being, including ERC activity details and participation	2 years	Paper		<input type="checkbox"/>
GEN 15-20	Immigration and I-9's – Employment and eligibility Verification for all newly hired employees to verify their identity and authorization to work in the US.	3 years after hire or 1 after termination; whichever is later	Paper		<input type="checkbox"/>
GEN 15-21	Department of Administration forms that are utilized to determine retention points, notice of layoff, notice of displacement rights, and ADM 4055.	Paper during employment Transfer to electronic and retain until no longer of administrative value	Paper Electronic		<input type="checkbox"/>





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GEN 15-22	Magazines and publications from professional associations and organizations.	Until no longer of administrative value.	Paper		<input type="checkbox"/>
GEN 15-23	Media Promotions – News and press releases notifying public of public health issues.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 15-24	Meeting Minutes – Approved recordings of Board of Health, District Advisory Council, Board committees, coalitions and staff meetings.	Paper and Electronic: Permanent	Paper Electronic		<input checked="" type="checkbox"/>
GEN 15-25	Personnel Records Proof of auto insurance & driver's license, leave balances, exit interviews, Injury forms, employee application	Five years after termination.	Electronic		<input type="checkbox"/>
GEN 15-26	Personnel Records: - Grievances, Waivers, Employment Verifications, Background & Reference Checks, offer/resignation letters, Training & Tuition Reimbursement, performance evaluations and commendations; Employee Action Forms; certificates of training, policy acknowledgement forms; leave conversions; donations given and received, disciplinary action forms.	Paper: convert to electronic after termination.  Electronic: Five years after termination	Paper Electronic		
GEN 15-27	Personnel Policies Handbook – Documentation of employment policies.	Paper –until superseded then destroyed. Electronic – permanent retained in Laserfiche as pdf	Paper Electronic		<input type="checkbox"/>
GEN 15-28	Policies and Procedures – details operations, regulations, and/or procedures of the agency including Table of Organization.	Until superseded	Paper Electronic		<input type="checkbox"/>
GEN 15-29	Position Papers – Board approved statements of commitment to various public health issues.	Permanent – maintained in Board minute book. Electronic until superseded	Paper Electronic		<input type="checkbox"/>
GEN 15-30	Promotional Material - Brochures, newsletters, pamphlets, posters, notices and bulletins promoting agency programs and services.	Until Superseded or outdated	Paper Electronic		<input type="checkbox"/>
GEN 15-31	Property Documents – purchase and finance agreements, leases.	Permanent	Paper		<input checked="" type="checkbox"/>
GEN 15-32	Public Record Requests – all requests except vital statistics	One year after request is filled.	Paper Electronic		<input type="checkbox"/>
GEN 15-33	Record Retention Schedule	Until Superseded	Paper Electronic		<input type="checkbox"/>



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GEN 15-34	Registration Forms – for classes sponsored by the agency such as Tai chi, food service.	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN 15-35	Surveys – Completed surveys, survey forms and evaluation results.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 15-36	State Reports – Annual Reports submitted to the state including: Goals and Objectives, Health Services Report, State Subsidy reports	Permanent	Paper		<input checked="" type="checkbox"/>