



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

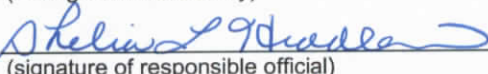
APR 10 2015

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 (local government entity)		Information Technology (unit)	
	Shelia Hiddleson (name)	Health Commissioner (title)	3-11-15 (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.

	4/8/15
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

		4/16/15
Signature	Title	Date

Section D: Auditor of State

	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

Information Technology

(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
IT 15-01	Computer Usage Files and Reports - Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.	Retain until no longer of administrative value to agency, then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-02	Data Processing Operating Procedures – Records of procedures for data entry, the operation of computer equipment, production control, system backup and other aspects of data processing operation.	Retain until superseded, obsolete or replaced then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-03	Data Processing Hardware Documentation – Records documenting the use, operation, and maintenance of an agency's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Retain until the agency no longer uses related hardware and all data is transferred to and made useable in new hardware environment then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-04	Data Processing Policies – Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Retain until superseded, obsolete or replaced then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-05	Data Systems Specifications – Records necessary for using the system: user guides, system or sub-system definitions, system flow charts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-06	Equipment Support Files – Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	Retain site visit reports, problem and equipment service reports, and routine correspondence and memoranda until warranty or guarantee of service has expired, then destroy. Retain service histories and other	Electronic 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
		summary records until the related equipment is no longer in use, then destroy			
IT 15-07	Information Resources, Management and data processing services plans – Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.	Retain until superseded, obsolete or replaced then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-08	Maintenance Contract Files – Maintenance contracts for data processing equipment, and related records including copies of contracts, service histories, and work orders.	For sale of goods, retain five years after contract expires, then destroy. For services retain 16 years.	Electronic Paper		<input type="checkbox"/>
IT 15-09	Network Usage Reports – Summary reports and other records created to document computer usage for reporting or other purposes.	Retain until no longer of administrative value, then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-10	Operating System and Hardware Conversion Plans – Records relating to the replacement of equipment or computer operating systems.	Retain 1 year after successful conversion, then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-11	Product/Vendor and State Contract Reference Files- Information on data processing equipment, software, and other products and their vendors	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-12	System Users Access Records – Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of administrative value to the agency, then destroy.	Electronic Paper		<input type="checkbox"/>
IT 15-13	Test Database/files – Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Retain until no longer of administrative value to agency, then destroy.	Electronic		<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.