



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

1982 Velma Avenue  
 Columbus, Ohio 43205

**For State Archives - LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer:

YES

NO

If YES, attach copy of transfer form.

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

Vital Statistics

(local government entity)

(unit)



Frances M Veverka, MPH Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Delaware County Records Commission

740-833-2140

(telephone number)

50 Channing Street  
 (address)

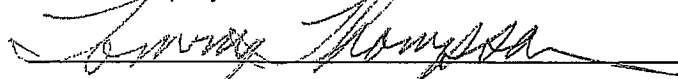
Delaware  
 (city)

43015  
 (zip code)

Delaware  
 (county)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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.

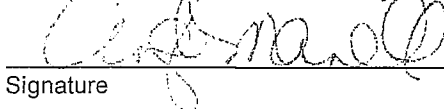


Records Commission Chair Signature

Date

10/8/09

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



Signature

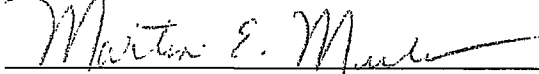
State Archives - LGRP

Title

10/30/09

Date

### Section D: Auditor of State



Signature

11-4-09

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.**



# RECORDS RETENTION SCHEDULE (RC-2) – Part 2

## Section E: Records Retention Schedule

### Delaware General Health District

(local government entity)

### Vital Statistics

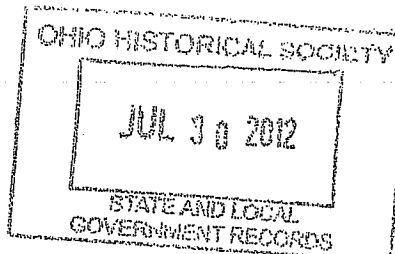
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
10-01	Birth Certificates	Permanent	Paper and electronic	<p>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.</p>
10-02	Death Certificates	Permanent	Paper and electronic	
10-03	Registration reports - Lists registration numbers for registered birth, death, fetal death certificates, affidavits and medical supplemental, certificate of service	Permanent	Electronic and paper	
10-04	Audit Number Logs- Tracks certified paper usage	Permanent	Paper	
10-05	Applications for Birth Certificate and Death Certificate- This includes VA Requests, Funeral Director Requests and General Requests	After audit and one year.	Paper	
10-06	Burial Transit Applications- For transportation of bodies across state lines.	Five Years	Paper	
10-07	Microfiche of Birth Records from 1867 to 1910 and Death records from 1867 to 1993 to be used as an archive only	Permanent	Film	
10-08	Reference Manuals, books, and materials - material which dates back to 1970 and is used by the division to respond to public and governmental inquiries	Until Superseded	Paper	
10-09	Reports to State of Ohio and Ohio Department of Health	Five years after time of filing	Paper	
10-10	General Correspondence	Two years	Paper	
10-11	Reports generated to respond to record requests- Lists of data requested by individuals or other entities	Until of no longer administrative value	Electronic	
10-12	Birth and Death Index	Permanent	Paper and electronic	
10-13	Affidavits – birth and death	Permanent	Paper	
10-14	Still Birth Certificates	Permanent	Paper	



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

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



Page 1 of 2

8-17-12

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Delaware General Health District Personal Health  
(local government entity) (unit)  
[Signature] Frances M. Veverka, MPH Health Commissioner 7-12-2012  
(signature of responsible official) (name) (title) (date)

### Section B: Records Commission

[Signature] Delaware County (740) 833-2140  
(telephone number)  
Records Commission  
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: \_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules included 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.

Please see above for Records Commission Chair signature 7/25/2012

Records Commission Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

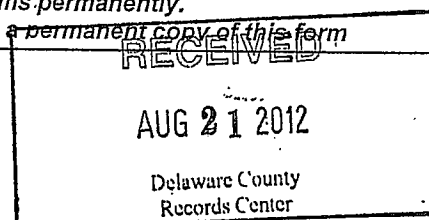
### Section C: Ohio Historical Society - State Archives

[Signature] State Archivist 8-2-2012  
Signature Title Date

### Section D: Auditor of State

[Signature] 8-14-12  
Signature Date

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

**Section E: Records Retention Schedule**

Delaware General Health District  
(local government entity)

Personal Health  
(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
12-01	<b>Communicable Disease Reports</b> – results of communicable disease tests for clients tested in the clinic	Permanent	Paper		<input type="checkbox"/>
12-02	<b>Client billing worksheets</b> – for clinic services (immunizations, screenings), provided to clinic clients	Until payment received or account is cleared	Paper		<input type="checkbox"/>
12-03	<b>Clinic logs</b> – client listings of those who have attended agency classes or been provided agency services.	Until of no longer administrative value	Electronic		<input type="checkbox"/>
12-04	<b>Clinical Care Chart for adults</b> screening services (blood pressure, blood sugar, hemoglobin tests) provided by the agency	Six years after last contract	Electronic/Paper		<input type="checkbox"/>
12-05	<b>Clinical Care Chart for Bureau for Children with Medical Handicaps</b> – charting information for clients receiving Bureau for Children with Medical Handicaps services through the agency.	Until child reaches 21 years old and five years after last contact	Electronic		<input type="checkbox"/>
12-06	<b>Clinical Care Chart for prenatal clients</b> – records for clients attending prenatal clinic. Clinic has been discontinued	28 years for clients with positive birth outcomes; six years after last contact for all others	Paper		<input type="checkbox"/>
12-07	<b>Daily Log of employee activities</b> – logs detailing employee time spent on various tasks during work hours	Two years after state audit and of no longer administrative value	Electronic		<input type="checkbox"/>
12-08	<b>Epidemiological Case Records</b> – Compilation of notes, and interviews, accumulated during an investigation of a communicable disease outbreak.	Five years after case investigation is closed	Electronic/Paper		<input type="checkbox"/>
12-09	<b>Vaccine Consent Forms</b> – completed by client or custodian of client to receive vaccines at the agency	10 years	Paper		<input type="checkbox"/>
12-10	<b>HIV/HCG Test Reports Forms</b> – Results of tests given to clients presenting for HIV testing.	1 year	Paper/Electronic		<input type="checkbox"/>
12-11	<b>Immunization Records</b> – record of client immunizations and dates received at the agency.	Permanent	Paper		<input type="checkbox"/>
12	<b>Lead Reports/Case Investigation records</b> – Records of case investigations generated by clients who reported lead contamination.	21 Years	Paper		<input type="checkbox"/>



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Page 2 of 2

(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
12-13	<b>Positive Tuberculosis Skin Test Reports</b> – Record of TB skin tests for clients who tested positive.	Permanent	Paper		<input type="checkbox"/>
12-14	<b>Negative Tuberculosis Skin Test Reports</b> – Record of TB skin tests for clients who tested negative	7 years	Paper until scanned. Electronic after verified for accuracy		<input type="checkbox"/>
12-15	<b>Tuberculosis Xray</b> – xrays taken of patients diagnosed with TB. They are no longer generated.	Permanent	Film		<input type="checkbox"/>
12-16	<b>Child Fatality Review Board Case Documentation/Notes</b> – Reviews and reports of by the Child Fatality Review Board of child deaths that have occurred in Delaware County	Until annual state report is released	Paper		<input type="checkbox"/>



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## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

MIS

(local government entity)

Frances M. Veverka, MPH

(unit)

Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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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.

Records Commission Chair Signature

Date

10/8/09

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

**Delaware General Health District**

**MIS**

(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
10-01	Automatic Data Processing and Electronic Data Processing Media- office copies of cards, tapes, diskettes, etc. used as preliminary input or temporary storage or output control. The results are produced or are otherwise available in record form, paper report, computer output, microfiche, microfilm or on line data.	Until no longer of administrative value	Paper	
10-02	Automatic Data Processing and Electronic Data Processing Media - office copies of cards, tapes, diskettes, etc. used as preliminary input or temporary storage or output control. The results are produced or are otherwise available in record form, paper report, computer output, microfiche, microfilm or on line data.	Until no longer of administrative value	Tapes, Diskettes	
10-03	Backup tapes - server (a minimum of one year's worth of monthly backups)	Until superseded	Tapes	
10-04	Manuals, media, received with any computer equipment purchased	Until superseded	Paper, DVD, CD Roms	
10-05	Program Diskettes or CD Roms- for purchased programs.	Until superseded	DVD, CD Roms	
10-06	Software Licenses - for programs purchased	Until superseded	Email, electronic, Paper	
10-07	Source code - on electronic media and source documentation of applications developed in-house.	Until superseded	Tapes, DVD, CD Roms	



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## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

Management

(local government entity)

Frances M. Veverka, MPH

(unit)

Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

#### Delaware General Health District

#### Management

(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
10-01	Annual Reports	Permanent/historical	Paper	
10-02	Attorney General's Opinions, formal opinions and contract opinions issued to agencies with all of the pertinent information attached.	Until no longer of administrative value.	Paper	
10-03	Board minutes, DAC minutes, includes all attachments	Permanent/historical	Paper/electronic	
10-04	Certificate of Records Disposal – used to certify the destruction or transfer of records according to an approved records retention schedule	Five years	Paper	
10-05	Claims, liability and litigation records	After closed, settled, terminated or expired plus five years.	Paper	
10-06	Customer Complaint form – pertinent information regarding complaints from customers, responses and resolution	Three years after receipt.	Paper	
10-07	Contracts approved by the Board of Health	Permanent – original kept in board minutes book	Paper	
10-08	Contracts – approved by Health Commissioner	Five years after termination	Paper	
10-09	Departmental Policies and Procedures that are approved by the board. (includes published reports, unpublished substantive reports and policy studies)	Permanent	Paper	
10-10	Goals and Objectives of agency	Permanent/historical	Paper	
10-11	Health Services Report	Permanent/historical	Paper	
10-12	Legislation documents (copies of state and federal legislation of interest to the agency)	Until superseded or until no longer of administrative value.	Paper	
10-13	Minutes of agency meetings including all staff and committee meetings.	Permanent	Paper	



10-14	Newsletters – Agency publications -information distributed to the public and elected officials.	Permanent/historical (one copy maintained)	Paper	
10-15	Organizational charts	Until superseded.	Paper/electronic	
10-16	Property acquisition documents (purchase and finance agreements)	Permanent/Historical	Paper	
10-17	Property Leases approved by the Board.	Permanent	Paper	
10-18	Record Retention Schedule (used to identify the length of time that a record must be retained before final disposition)	Until superseded.	Paper	
10-19	State Subsidy Applications to the state	Five years	Paper	
10-20	Tape recordings, video recordings – verbatim recordings of meetings later summarized in written official proceedings or minutes.	Upon approval of written proceedings or minutes	Tape	



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## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

Human Resources

(local government entity)

(unit)

Frances M. Veverka, MPH Health Commissioner

9/30/2007

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

#### Delaware General Health District

#### Human Resources

(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
10-01	Attendance Records -documents that are basis for payroll, including time reports, activity sheets, overtime, comp time, flextime authorizations and leave requests.	Four years after state audit	Paper/Electronic	<p>Audit report for the year ended 12/31/2008 by the Auditor of State and the Auditor of OHS and the Auditor of LGRP has been released pursuant to Sec. 117.26 O.R.C.</p>
10-02	Education Request Forms (Tuition Reimbursement)	Three yrs after audit or completion of stipulations	Paper	
10-03	Educational Request Forms (Seminar Request Forms)	Three years after audit.	Paper	
10-04	Employee Grievances - involve discipline Grievances, Investigations, disciplinary hearings	Permanent	Paper	
10-05	Employee Grievances - do not involve disciplinary action	Seven years	Paper	
10-06	Employee's Personnel Medical Records Records of FMLA, Worker's Comp, ADA requests and accommodations; return to work certificates; drug testing records and results; medical examination records and results; fitness for duty records and results. This does not include immunization and TB testing records and results maintained by nursing division.	Permanent	Paper	
10-07	Employee Training Records Documentation of attendance; other pertinent training information	Merge with personnel records when applicable	Paper	
10-08	Employee Training Report – Biannual report prepared for Board of Health listing employee and training attended.	Until superceded	Paper	
10-09	Employment Verifications Copies of verifications requested by and sent to other organizations/individuals	One year	Paper	
10-10	Job Descriptions	Permanent in Personnel file (current employees kept in paper) (past	Paper	



10-11	<b>Labor Law Postings</b> Legally mandated postings regarding Employment matters: FLSA, Minimum Wage; FMLA, Worker's Compensation; Equal Opportunity Employment.	employees filmed/hard copy destroyed) Until superseded	Paper	
10-12	<b>Personnel Files</b> All records of employment; Employee Action Forms; I-9 forms; performance evaluations; compensation records; benefits; certificates; licenses; enrollment forms; payroll and employment forms; policy acknowledgement forms; recognition and commendations; documentation of leave conversions, donations given & received.	Permanent	Paper	
10-13	<b>Personnel Policies Handbook</b>	Until amended	Paper	
10-14	<b>Personnel Policies and Procedures</b>	Until amended	Paper	
10-15	<b>Personnel Surveys</b> Salary surveys; benefit surveys; compensation surveys; job analysis surveys	Until superseded	Paper	
10-16	<b>Personnel Research</b> Documentation regarding employee insurance issues; potential benefits data and items; training opportunities; volunteer opportunities.	Until no longer of administrative value	Paper	
10-17	<b>Applications/Resumes/ and related</b> interview notes, letters and postings; EEO forms; testing records; criminal record/background checks; reference checks; related correspondence.	Permanent if applicant employed, all others 6 years, provided no pending complaints or litigation	Paper	
10-18	<b>Suspensions</b>	Permanent	Paper	
10-19	<b>Written Reprimands</b>	Remove from file upon request of the employee, 2 years after issuance provided no further disciplinary action for the same or related nature has occurred within the 2 years	Paper	



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Date Reviewed:

OCT 13 2009

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

Health Education

(local government entity)

(unit)

Frances M. Veverka, MPH Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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Records Commission Chair Signature

Date

10/8/09

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

Signature

Title

Date

Angela M. O'Donoghue

OHHS-LGRP

10/20/09

### Section D: Auditor of State

Signature

Date

Marion E. Mahoney

11-4-09

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

#### Delaware General Health District

#### Health 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
10-01	Car Seat Safe Kids Forms	Three years	Paper	
10-02	Child Liability waiver forms – to cover students who attend agency sponsored/supported conferences.	Three years	Paper	
10-03	Conference Registration Forms	Until no longer of administrative value	Paper	
10-04	Liability waiver for car seat checks	Three years	Paper	
10-05	Newspaper releases and news bulletins - includes news/press releases and bulletins	Until no longer of administrative value	Paper	
10-06	Ohio Buckles Buckeye Distribution form – issued to families receiving car seats through Ohio Buckles Buckeye.	Three years	Paper	
10-07	Publications - created or received by county offices.	30 days after obsolescence	Paper	
10-08	Surveys and Evaluation Results	Until no longer of administrative value	Paper	
10-09	Tobacco Prevention Foundation grants, financial records and reports	Seven years and audited by state	Paper	
10-10	Tobacco cessation client records	Five years after last contact	Paper	

*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.*



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**Local Government Records Program**

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 Columbus, Ohio 43205

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Date Received:

Date Reviewed: 7-13-2009

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

General

(local government entity)

Frances M. Veverka, MPH

(unit)

Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### 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
10-01	Audiovisual Materials- includes exhibits, movies, and videotape productions	Until replaced by an updated version or until info is inaccurate or obsolete	Video/films	<p><i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been</i></p>
10-02	Blank Forms - obsolete, unneeded or superseded	Until no longer of administrative value or outdated	Paper	
10-03	Brochures	Until no longer of administrative value or outdated	Paper	
10-04	Bulletins, Posters and Notices- Information used for the sole purpose of informing people of events and activities	Until no longer of administrative value or outdated	Paper	
10-05	Correspondence, routine -requests for brochures, maps, and other free publications provided to the public by the agency which are answered by standard form letters	One yr.	Paper	
10-06	Correspondence, administrative/ general- letters memos, correspondence from various individuals, companies, organizations requesting information pertaining to agency and legal interpretations and various inquiries - informative only)	Two years and until no longer administrative, fiscal or legal value	Paper	
10-07	Correspondence -- (Executive) Includes correspondence of the heads of the agency and their executive staff dealing with significant aspects of the administration of their offices. This includes information concerning policies, program, fiscal and personnel matters.	5 years and until no longer of administrative, fiscal or legal value.	Paper	
10-08	Desk/Wall/Appointment Calendars	After State Audit	Paper	
10-09	Directives, Manuals and Handbooks -publications produced by an agency detailing operations, regulations, and/or procedures of the agency	Until no longer of administrative value, superseded or obsolete	Paper	
10-10	Drafts and Informal notes - drafts	Until no longer of	Paper	



	working copies, informal notes, telephone messages, duplicated copies, extra copies used for temporary convenience	administrative value		
10-11	Electronic Mail (Transient Messages) drafts and other limited documents that do not set policy, do not establish guidelines or procedures, do not certify a transaction, or do not become a receipt. These messages serve to convey information of temporary importance in lieu of oral communications.	Original sender until no longer of administrative value	Electronic	
10-12	Electronic Mail (Intermediate messages) includes both internal and external emails from various individuals companies and organizations requesting information pertaining to the agency and other inquiries. This correspondence is information (it does not attempt to influence agency policy)	Original sender one year and until no longer of administrative, fiscal or legal value. RC-3 required	Electronic	
10-13	Electronic Mail – Long term retention messages. Includes emails that have significant administrative, legal and/or fiscal value. This includes information concerning policies, programs, fiscal and personnel matters.	Original sender 2 years and until no longer of administrative value. RC-3 required	Electronic	
10-14	Faxes and fax logs	Until no longer of administrative value.	Paper	
10-15	Library or Museum Material - reference information and items acquired for individual use or exhibition.	Until superseded	Paper	
10-16	Lists/Directories (mailing lists, directories, rosters, and registers compiled by an agency)	Until no longer of administrative value, superseded or obsolete	Paper	
10-17	Newsletters, Programmatic or information of temporary nature	Until superseded	Paper	
10-18	Professional Association Records	Until no longer of administrative value	Paper	
10-19	Public Record Requests	One year after request has been satisfied	Paper/Electronic	
10-20	Routine Mail (catalogs, fliers)	Until no longer of administrative value.	Paper	



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

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YES

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If YES, attach copy of transfer form

OCT 13 2009

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

Fiscal

(local government entity)

Frances M. Veverka, MPH

(unit)

Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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.

Records Commission Chair Signature

Date

10/8/09

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### 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
10-01	Annual financial summaries - associated with Annual Report	Six years after state audit	Paper/electronic	<p><i>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. 113.26 O.R.C.</i></p>
10-02	Appropriation Certifications	Five years after state audit	Paper	
10-03	Appropriation Requests	Four years after state audit	Paper	
10-04	Audit Reports	Permanent	Paper	
10-05	Budgets and related materials	Permanent	Paper	
10-06	Cash Reports from County Auditor	Five years	Paper	
10-07	Delivery slips and packing lists - attached to P.O. and once bill is received attached to voucher.	Four years	Paper	
10-08	Expenditure Report from County Auditor	Five years	Paper/electronic	
10-09	Grant files- federal, state or other grants records concerning grants to county agencies which document the expenditure and use of federal and state funds	Three years after grantor or state audit including issuance of audit resolutions.	Paper	
10-10	Inventory, annual property and equipment -original computer printout, instructions and worksheets used to complete equipment inventory reports	Four years provided audited by the Auditor of State.	Paper	
10-11	Invoices -bills for goods shipped or 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	
10-12	Pay ins to County Treasurer	Four years	Paper	
10-13	Payroll deduction authorizations - includes authorization for charitable organizations, savings deposits, retirement funds, and direct deposits.	Permanent	Paper	
10-14	Payroll Records – copies of payroll records held by appointing authority. Original held by County Auditor	Four years provided audited by the State Auditor	Paper	



10-15	Postage Records	Five years	Paper	
10-16	Purchase orders- inter-departmental to order supplies and used to encumber funds for a purchase from auditor's office	Four years	Paper	
10-17				
10-18	Receipt books – carbon copies of hand written receipts	Four years and audited by the State	Paper	
10-19	Requisition Requests	Four years provided audited by State Auditor	Paper	
10-20	Revenue Report from County Auditor	Five years after audit	Paper/electronic	
10-21	Transfers between funds - temporary and permanent	Four years paid back and after audited by the Auditor of State	Paper	
10-22	Travel expense reports	Four years	Paper	
10-23	Vouchers – office copy	Four years	Paper	
10-24	Warrants – paid – office copy	Four years	Paper	
10-25	WIC Financial Records (Quarterly Expenditure Reports, Final Expense Reports, Approved Project Budgets and budget revisions and supporting documentation (canceled checks, contract copies, insurance policies, receipts, purchase orders, inventory lists), General Ledgers, Certificates of Attendance/timesheets, travel vouchers	Four years after audited by the State	Paper/electronic	

*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.*



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## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

Environmental Health

(local government entity)

Frances M. Veverka, MPH

(unit)

Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### 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
10-01	Animal Bite Records - Notifications, Reports	Three yrs.	Paper	<b>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. 117.22 O.R.C.</b>
10-02	Applications: Comm./Temp. Food Services Composting Landfills Manufactured Home Parks Marinas Mobile Food Services RV/Combined Park Camps Semi-Public Sewage Systems Solid Waste Facilities Swimming Pools Tattoo/Body Piercing Parlors Transfer Stations Vending Food Services	Six yrs.	Paper	
10-03	Applications Plumbing Private Sewage Systems Private Water Systems	Permanent	Paper	
10-04	Biohazards Waste Destruction Records	Five yrs.	Paper	
10-05	Certifications to State Bathing Areas Campgrounds Food Services Marinas Mobile Home Parks Private Water Systems Solid Waste Swimming Pools	Six yrs. after audit	Paper	
10-06	Complaint Form (pertinent information about complaints about filed Health Nuisance Complaints)	Five yrs. after abatement	Paper	
10-07	Daily logs of activities for sanitarians and plumbing inspectors	Two yrs. after audit	Electronic	
10-08	Environmental Stream Monitoring Records	Five yrs.	Paper	
10-09	Food Poisoning Reports -includes patient's name, type of lab, tests, and	Two yrs. provided no litigation is pending	Paper	



	results and related information			
10-10	Food Protection Survey Methodology and forms conducted every three yrs.	Two survey periods or six yrs.	Paper	
10-11	Food Service Cost Methodology	Six years	Paper	
10-12	Hazardous Materials Emergency Response/ Requests/Disaster Response Records	Thirty yrs.	Paper	
10-13	Inspection Records - installations and abandonments of: Plumbing Private Sewage Systems Private Water Systems	Permanent	Paper	
10-14	Inspection Records, routine inspections: Bathing Beaches Campgrounds - perm./Temp. Composting Facilities Construction & Demolition Food Services Infectious Waste Institutions Landfills Manufactured Home Parks Maternity Wards Mobile Food Services Nuisance Complaints Playgrounds Private Sewage Systems Rabies Realty Refuse Haulers Schools Semi- Public Sewage Systems Swimming Pools Tattoo Parlors/Body Piercing Temporary Food Services Tires Transfer Stations Vending Food Services Water Haulers	Six yrs. after date of inspection, provided all violations have been corrected	Paper	
10-15	Laboratory Records Rabies Water Samples	Five yrs.	Paper	
10-16	License Renewals ODA Pesticide Applicator Licenses	Five yrs.	Paper	
10-17	Logs Hazardous Materials/Disaster Response Mosquito Spraying Nuisance Request Plumbing Private Sewage Systems Private Water Systems Rabies Realty	Five yrs.	Paper	





10-18	Nuisance Investigation Reports – documents animal bite incidents	Five yrs.	Paper	
10-19	Permits Plumbing Private Sewage Systems Private Water Systems	Permanent	Paper	
10-20	Environmental Health Plans - Campgrounds Food Services Institutions Manufactured Home Parks Marinas Private Sewage Systems Plumbing Systems Schools Semi-Public Sewage Systems Solid Waste Facilities Subdivisions Swimming Pools	Permanent or until building is demolished	Paper	
10-21	Pre-operational Reports Campgrounds Food Services Institutions Landfills Marinas Manufactured Home Parks Plumbing Private Sewage Systems Private Water Systems Schools Semi-Public Sewage Systems Solid Waste Facilities Subdivisions Swimming Pools	Permanent	Paper	
10-22	Private Water System Well Logs and Completion Forms	Permanent	Paper	
10-23	Radon Reports	Permanent	Paper	
10-24	Registrations - all contractors including the bond, liability, proof of education Plumbing Scavengers Service Contracts Sewage Installers Water Haulers	Five yrs.	Paper	
10-25	Sanitary Orders	Five yrs.	Paper	
10-26	Site Evaluations Compost Facilities Construction and Demolition Disposal Sites Landfills Manufactured Home Parks Private Sewage Systems Private Water Systems	Permanent	Paper	
10-27	Solid Waste Disposal Site Record	Ten yrs. after site ceases operation	Paper	



10-28	<b>Surveys</b> Camps Food Service Manufactured Home Parks Mobile Food Service Ohio Dept. Of Agriculture Pesticide Inspection Report Pools Private Water Systems Solid Waste Temporary Food Service Vending Food Service	Six yrs.	Paper	
10-29	Variance Requests – Sewage, water and plumbing	Permanent	Paper	
10-30	<b>Vector Borne Disease Information-</b> Information such as insects, ticks, mammals and birds, which transmit disease to humans. Includes testing of host and serology testing. The diseases include Lyme disease, rocky mountain spotted fever, Arbo virus, and encephalitis. Also includes mosquito and epidemiological studies.	Five yrs.	Paper	



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## RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Delaware General Health District

WIC

(local government entity)

Frances M. Veverka, MPH

(unit)

Health Commissioner

9/30/2009

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(address)

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Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

#### Delaware General Health District

WIC

(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
10-01	Documentation of calibration of hematological equipment	1 years	Paper	<p><i>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.</i></p>
10-02	General Administration Grant applications and conditions, Advisory committee files, Quarterly Activity Reports, Orientation Plans for new hires	4 years after state audit, including issuance of audit resolution.	Electronic	
10-03	General Administration Correspondence, Outreach materials	1 year	Electronic	
10-04	Nutrition Education (NE) Reports Group Nutrition Education Attendance records, High Risk Plan, Breastfeeding pump logs, Participant Survey Summary and Action Plan	4 years	Paper	
10-05	Nutrition Education (NE) Reports/Evaluations Lesson plans, Authorization of non-WIC midcertification NE forms, Current Master NE schedule, NE Materials file, Central log for closet formula issuance, Individual Participant Surveys.	1 year	Paper	
10-06	Policy and Procedures Letters	4 years	CD	
10-07	Time studies, Equipment Request forms, Program Inventory documentation	4 years	Electronic	
10-08	WIC System Records Food instrument stubs, Beginning of Day (BOD) and End of Day (EOD) reports, Participation by Priority and Category reports	1 year	Paper	
10-09	WIC System Records All other computer generated reports used for internal purposes, ie, termination report, purge report, missed food instrument report, ineligible report, wait list report, immunization report, breastfeeding reports, racial/ethnic reports.	Until no longer of administrative value	Paper	
10-10	WIC Vendor Records Vendor complaints, participant complaints	4 years	Paper	



10-11	WIC Participant Records Entire contents of initially ineligible, terminated, and waitlisted participant records	4 years	Paper	
10-12	WIC Participant Records Combined Programs Application (CPA) forms, that are referrals from other agencies and the applicant declines services or cannot be contacted	1 year	Paper	
10-13	WIC Waiting Lists – for WIC appointments	4 years	Paper	
10-14	WIC Fair Hearing Files – for clients who challenge eligibility.	4 years	Paper	