



**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

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

WIC

(local government entity)

(unit)

*Shelia Hiddleston*  
 (signature of responsible official)

Shelia Hiddleston  
 (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.

*Larry Mendel*  
 Records Commission Chair Signature

4/8/15

Date

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

*Fred Prout*  
 Signature

*State Archivist*  
 Title

*4/16/15*  
 Date

**Section D: Auditor of State**

*Martin E. McBride*  
 Signature

*4-27-15*  
 Date

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

MAR 13 2015

DELAWARE COUNTY  
 RECORDS CENTER



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.

**Section E: Records Retention Schedule**

Delaware General Health District

WIC

(local government entity)

(unit)

**Complies with Federal Requirements.**

(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
WIC 15-01	Fair Hearing Files – all written requests and all written records of verbal requests for a Fair Hearing; the written decision of the Hearing Officer and a copy of the notification of the decision; whichever agency, State or local, conducting the hearing, shall have the responsibility of preserving the complete written record of the hearing.	Four years	Paper		<input type="checkbox"/>
WIC 15-02	Financial Records – includes quarterly expenditure reports, final expense reports, approved project budgets, project budget revisions, and all supporting documentation (cancelled checks, contract copies, insurance policies, receipts, purchase orders, equipment/inventory lists, equipment and nutrition education request forms, etc.)	Four years	Paper		<input type="checkbox"/>
WIC 15-03	General Administration: Grant applications and conditions, advisory committee files (minutes and membership, staff meeting minutes, State /federal correspondence (all project letters, policy and procedure letters), Program Activity Reports, subpoenas and search warrants, written job orientation plans for new health professionals, VENA training and observation summary form.	Five years	Electronic		<input type="checkbox"/>
WIC 15-04	General Administration : Outreach files, documentation of calibration of hematological equipment, the most recent obsolete Policy and Procedure disk.	Two years	Paper		<input type="checkbox"/>
WIC 15-05	Nutrition Education (NE) Reports: group nutrition education attendance records, high risk plan.	Four Years	Paper		<input type="checkbox"/>
WIC 15-06	Nutrition Education (NE) Reports/Evaluations: Lesson plans, authorization of non-WIC mid certification NE forms, current master NE schedule, NE materials file, (current materials and evaluation checklists and non-English nutrition education materials). Central log for closet formula issuance, individual participant surveys. Ohio WIC Program State Supplied Pump and Kit Issuance Only. Ohio WIC Loaned/Single-user Electric Breast Pump Survey	Two years	Electronic		<input type="checkbox"/>
WIC 15-07	System Records – Automated Response System Report when used as the ONLY proof of an appointment reminder.	Four years	Paper		<input type="checkbox"/>
WIC 15-08	System Records: Participation by Priority and Category Report. Food instrument stubs, Beginning of Day and End of Day Reports.	Two years after state audit	Paper		<input type="checkbox"/>
WIC 15-09	WIC System Records: Reports used as an internal reporting system such as Termination Report, Purge Report, Participants Currently	Until no longer of administrative	Paper		<input type="checkbox"/>



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	Certified Without Current Food Benefits, Ineligible Report, Wait List report, Immunization Reports, Racial/Ethnic Report, Mailing Registers, Redemption Cost Report.	value.			
WIC 15-10	WIC Participant Records: Entire contents of initially ineligible, terminated, and waitlisted participant records.	Four years	Paper		<input type="checkbox"/>
WIC 15-11	WIC Participant Records: Combined Programs Application (CPA) forms that are referrals from other agencies and the applicant declines services or cannot be contacted.	Two years	Paper		<input type="checkbox"/>
WIC 15-12	Vendor Records – Vendor complaints, participant complaints, Vendor Site Visit Checklist, Vendor Error Letters, Training Sign Out Sheets, letters to vendors giving notice of training dates, list of all contracted vendors.	Four years	Paper		<input type="checkbox"/>
WIC 15-13	WIC Waiting Lists: For WIC appointments	Five years	Paper		<input type="checkbox"/>
WIC 15-14	WIC Fair Hearing Files: For clients who have been denied participation, assessed a claim, or disqualified from the program. Files included: all written requests and all written records of verbal requests for a Fair Hearing; the written decision of the Hearing Officer and a copy of the notification of the decision; whichever agency, State or local, conducting the hearing, shall have the responsibility of preserving the complete written record of the hearing.	Five years	Paper		<input type="checkbox"/>