



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

May 07 2020

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County

Human Resources

(Local Government Entity)

(Unit)

Dawn Huston

Deputy Administrator

(Signature of Responsible Official)

(Name)

(Title)

4/15/20 (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County Records Commission

740-833-2140

(Telephone Number)

2079 US Rte. 23 North/P.O. 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.

Jeff Cantor

4/22/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
 DN: cn=Amanda Rindler, o=State Archives,
 email=arindler@ohiohistory.org, c=US
 Date: 2020.05.12 14:03:39 -0400

Local Government Records Archivist

5/12/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
 Meeks
 Date: 2020.05.18 09:46:35 -0400

Records Manager

Signature

Title

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Delaware County

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 LGRP	(6) RC-3 Required by LGRP
20-01	Advertisements/Press Releases/Notices: Internal/external position postings, board appointments, press releases and trainings	1 yr.	Electronic and/or paper		<input type="checkbox"/>
20-02	Collective Bargaining Agreements: Contracts agreed upon between union and management	3 yrs. after agreement expired and until no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-03	Compensation Management System: Historical information regarding the County's compensation system and associated wage charts	Retain paper version until scanned, quality controlled and images sent to microfilm	Electronic as operations copy Microfilm as permanent copy		<input type="checkbox"/>
20-04	Complaints: Internal or external complaints. Complaints are discussed with HR representatives or HR Director. Investigated if needed. Necessary steps taken to resolve complaint(s)	3 yrs. after complaint settled and until no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-05	Correspondences: Communication between employer and employee, public, another agency or business	See County General Retention Schedule			<input type="checkbox"/>
20-06	Drug Testing: Pre-employment drug screening, DOT random drug screening and reasonable suspicion screening. Employees in an accident may be required to take a drug test.	3 yrs. and until no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-07	EEO-1 thru EEO-6-6: Equal Opportunity Employment reports required to be submitted to the Equal Employment Opportunity Commission	Until superseded and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-08	Employee Benefit Records: Records of employees benefits	Until superseded and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-09	Employee Eligibility Form (I9 Form): A form that requires the employee to show proof they are a legal citizen of the USA	3 yrs. after hire date or one yr. after	Electronic and/or paper		<input type="checkbox"/>

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(Unit)

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		date of termination; whichever is longer			
20-10	Factoring: Method of how pay/compensation for a new or existing position is established	Until no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-11	Family Medical Leave Act (FMLA): Documentation of the needed leave and the time (dates/hours) taken by an employee	3 yrs.	Electronic and/or paper		<input type="checkbox"/>
20-12	Grievance Hearing Records: Hearing records for employees that participate in the Union grievance process	3 yrs. after resolved and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-13	Investigations: Records of investigations by HR or an outside agency due to accusations of wrongdoing or harassment by an employee.	Indefinite	Electronic and/or paper Microfilm if 10+ yrs.		<input type="checkbox"/>
20-14	Job Applications/Resumes: Received from applicants for posted/non posted position	2 yrs.	Electronic and/or paper		<input type="checkbox"/>
20-15	Job Classifications: Job descriptions, audits and associated pay	Indefinite	Electronic and/or paper Microfilm if 10+ yrs.		<input type="checkbox"/>
20-16	Job/Position Descriptions: Documentation that informs each individual employed by the County, under the Board of Commissioners (BOC) what their essential and non-essential duties are	Until superseded and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-17	Personnel File: A file on each individual employed by Delaware County under the BOC. Original file maintained in HR. File may contain application, resume, test papers, evaluations, transfer forms, promotional forms, disciplinary action forms, dismissal forms, service records, resignation letter, waivers, leave balances, employee action forms, awards, certificates and any other related paperwork	Retain paper version until scanned, quality controlled and images sent to microfilm	Electronic as operations copy Microfilm as permanent copy		<input type="checkbox"/>
20-18	Recruiting Files: Records related to the process of attracting, selecting and hiring/appointing suitable candidates for jobs.	2 yrs. and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>

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20-19	Temporary Position: Information received from a staffing agency regarding a temporary applicant for the County	60 days after termination and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-20	Tuition Assistance: Tuition assistance records. The employee must pay first. The County will reimburse the employee depending on grades and classes taken	3 yrs. after payment and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-21	Unemployment Compensation: Files of former Delaware County employees who have applied for unemployment compensation through the State of Ohio	3 yrs. after final payment and no longer of administrative value	Electronic and/or paper		<input type="checkbox"/>
20-22	Wage Rate Tables: Tables that establish wage, salary and overtime pay. Computations are for each position under the BOC	Retain paper version until scanned, quality controlled and images sent to microfilm Permanent for reference purposes	Electronic as operations copy Microfilm as permanent copy		<input type="checkbox"/>

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.

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