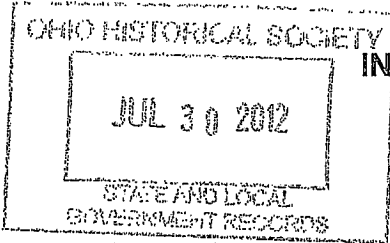




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

8-17-12

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Delaware County

Risk and Insurance

(local government entity)

(unit)

Dawn Huston Director of administrative services 8/27/12
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Delaware County

(740) 833-2140

[Signature]
 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:

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.

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

Records Commission Chair Signature _____ Date

Section C: Ohio Historical Society - State Archives

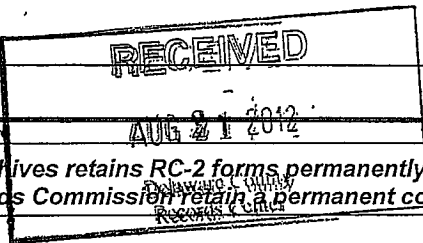
[Signature]
 Signature

State Archives
 Title

8-1-2012
 Date

Section D: Auditor of State

[Signature]
 Signature



8-14-12
 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



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

Section E: Records Retention Schedule

Delaware County

Risk & Insurance

(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
12-01	Unsuccessful Bids: Bid information and packet information from vendor	Paper: 2 yrs Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-02	Successful Bids: Bid information and packet information from vendor	Paper: Kept with the contract/vendor file for 8 yrs after contract completion Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-03	COBRA Files: COBRA forms, enrollment forms, life insurance forms, any correspondence related to benefits	Paper: 5 yrs after COBRA is terminated Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-04	Incident Reports: OSHA 101 Forms, record of injury or illness to employee while performing their job	Paper: 5 yrs Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-05	Worker's Compensation Files: Record of employee related injuries	Paper: Permanent until microfilmed Electronic: Until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
12-06	Property Insurance & Liability Files: Renewals, property value list, updates, IFAS reports	Paper: 3 yrs Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-07	Insurance Policies: Dental and Vision carriers, CORSA, Anthem, CGSCO & Prudential	Paper: Until superceded Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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Delaware County

Risk & Insurance

(local government entity)

(unit)

12-08	OSHA 300 Logs: Bureau of Labor statistics logs and summary of occupational injuries/illness. Record of loss or restricted days	Paper: 5 yrs Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-09	Benefit Files: Benefit inquiries, medical payment listings and claim history reports. All enrollment forms, life insurance forms and correspondences.	Paper 3 yrs Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-10	County Department Files: Information relating to the operations of County departments	Paper: 3 Yrs Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-11	Law Suits	Paper: Permanent until microfilmed Electronic: Until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

APR 10 2015

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: Local Government Unit

Delaware County

Risk & Insurance

(local government entity)

Dawn Huston

asst. Co. Administrator

3/25/15

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Delaware County

Records Commission

740.833.2140

(telephone number)

2079 US Rte 23 N/PO Box 8006

Delaware County

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.

Lay Mervel

4/8/15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Prout
 Signature

State Archivist
 Title

4/16/15
 Date

Section D: Auditor of State

Martin E. Mub
 Signature

Records Mgr
 Title

4-27-15
 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 30 2015

DELAWARE COUNTY
 RECORDS CENTER

