



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 County Jury Commission

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(local government entity) (unit)

Judge Krueger and Judge Whitney Court of Common Pleas

(signature of responsible official) (name) (title) (date)

*[Signature]* *William Whitney* *Judge* *7/27/10*

### Section B: Records Commission

Delaware County Records Commission (740) 833-2140

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(telephone number)

50 Channing Street Delaware 43015 Delaware

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(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.

*[Signature]* *11/18/2010*

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Records Commission Chair Signature Date

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

*[Signature]* *CGRP* *12/14/10*

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Signature Title Date

### Section D: Auditor of State

*[Signature]* *12-28-10*

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Signature Date

RECEIVED
JAN 10 2011
Delaware County Records Center

**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 County

Jury Commission

(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	Venires, Jury Questionnaires, Excuses, Sign-In Sheets and Seating Charts	<p>If panel served retain 5 yrs</p> <p>If Capital murder or murder case, retain until all appeals have expired, execution order is carried out or the Presiding Judge deems necessary.</p>		