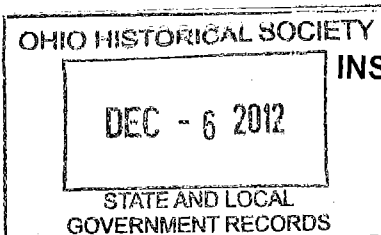




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

1/11/2013

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

Law Library

(local government entity)

(unit)

Roberta B Lewis

Chair

9/7/12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Delaware County

Records Commission

(740) 833-2140

(telephone number)

2079 US Rte 23 North 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.

Tommy Thompson

12/5/2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Eric Parvitz

State Archivist

12/13/2012

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

1-3-13

Signature

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



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For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

Delaware County

Law Library

(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	Calendars	3 months after end of calendar year	Paper		<input type="checkbox"/>
12-02	Calendars	3 months after end of calendar year	Electronic		<input type="checkbox"/>
12-03	Copies of records	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-04	Copies of records	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-05	Correspondence (including memos and faxes) Routine Executive	One yr. Five yrs	Paper Paper		<input type="checkbox"/>
12-06	Correspondence - Documents or attachments pertinent to business in electronic format will be maintained in a hard copy (paper) form and placed in the appropriate file for retention	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-07	Mail, unsolicited	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-08	Mail, unsolicited	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-09	Handbooks and Manuals - Policies and Procedures	Until superseded Retain one copy permanent	Paper until scanned and sent to microfilm for one copy		<input type="checkbox"/>
12-10	Handbook and Manuals - Policies and Procedures	Current plus prior one	Electronic		<input type="checkbox"/>
12-11	Reference, research and resources material (convenience copy)	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-12	Transient documents - Telephone messages, transmittal sheets, and documents which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper		<input type="checkbox"/>



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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 County

Law Library

(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
12-13	Transient documents - Telephone messages, transmittal sheets and other documents which convey information of temporary importance in lieu of oral communications. Documents or attachments pertinent to business will be maintained in a hard copy (paper) form and placed in appropriate file for retention	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-14	Legal Opinions (convenience copies)	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-15	Preliminary drafts of - letters, memoranda, worksheets, reports and informal notes	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-16	Preliminary drafts of - letters, memoranda, worksheets, reports and informal notes	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-17	Professional Association records - Certifications and continuing education documents placed in a personnel files and convenience copies	Until no longer of administrative value	Paper		<input type="checkbox"/>
12-18	Purchase approval requests - Purchase orders Auditor's office retains official copy for 5 yrs	Until Audited by the Auditor of State	Paper		<input type="checkbox"/>
12-19	Purchase approval requests - Purchase orders Auditor's office retains official copy for 5 yrs	Until audited by the Auditor of State	Electronic		<input type="checkbox"/>
12-20	Invoices/Vouchers Auditor's office retains official copy for 4 yrs	Until audited by the Auditor of State	Paper		<input type="checkbox"/>
12-21	Annual Budget - including work papers	4 yrs	Paper		<input type="checkbox"/>
12-22	Annual Budgets including work papers	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-23	Insurance Policies	15 yrs after expiration	Paper		<input type="checkbox"/>
12-24	Leases	7 yrs after expiration	Paper		<input type="checkbox"/>



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(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
12-25	Minutes	Permanent	Paper until scanned and sent to microfilm		<input checked="" type="checkbox"/>
12-26	Minutes – Will be maintained in paper form and placed in appropriate file for retention	1 yr	Electronic		<input type="checkbox"/>
12-27	Notices of Meeting	1 yr	Paper		<input type="checkbox"/>
12-28	Notice of Meeting	1 month	Electronic		<input type="checkbox"/>
12-29	Agendas	2 yrs	Paper		<input type="checkbox"/>
12-30	Agendas	2 months	Electronic		<input type="checkbox"/>
12-31	Resolutions	Permanent	Paper until scanned and sent to microfilm		<input checked="" type="checkbox"/>
12-32	Resolutions – Will be maintained in paper form and placed in appropriate file for retention	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-33	Personnel files – Including but not limited to: Employment Application, Request For Leave Forms, Job Audits, Grievances, Employment Verification Performance Reviews, Accident Reports, Requests for removal, PERS Information, Executive Orders, Exit Interview, Disciplinary Actions, Waivers, Resignation letter, OPERS, Waiver and releases (Legal), Fair Labor Standards Act Exemption from overtime compensation. All Withholding, service time, salary history and taxes paid are maintained by the Auditor's office as a permanent record	Permanent	Paper until scanned and sent to microfilm		<input type="checkbox"/>
12-34	Personnel Manual	Current plus prior one	Paper		<input type="checkbox"/>
12-35	Personnel Manual	Current	Electronic		<input type="checkbox"/>
12-36	Procurement Card logs	4 yrs	Paper		<input type="checkbox"/>



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12-37	Procurement Card receipts Auditor's office maintains receipts with vouchers for 4 yrs	Until payment made	Paper		<input type="checkbox"/>
12-38	Premium Service applications	Duration of service plus 2 yrs	Paper		<input type="checkbox"/>
12-39	Premium Service applications	Until no longer of administrative value	Electronic		<input type="checkbox"/>
12-40	Returned material log	4 yrs	Paper		<input type="checkbox"/>
12-41	Application for employment (not hired)	One yr after receipt	Paper		<input type="checkbox"/>
12-42	Table(s) of Organization	Current plus 1 yr	Paper		<input type="checkbox"/>
12-43	Table(s) of Organization	Current	Electronic		<input type="checkbox"/>
12-44	Contracts	8 yrs after expiration per SB 224	Paper		<input type="checkbox"/>
12-45	Receipts -- Maintained with voucher Auditor's office retains official copy with voucher for 4 yrs	Until no longer of administrative value	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>