

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Delaware County Records Commission (740) 833-2140 Telephone Number

50 Channing Street Delaware 43015 Delaware
 (Address) (City) (Zip code) (County)

(2) FROM: Delaware County Map Department
 (Political subdivision name) (Unit)

Jewell Layton JEWELL LAYTON SUPERVISOR 2/28/05
 (Signature of responsible official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 5/4/2005 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Kristoph W. Geal 5/4/05
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Pam J. Swift 5-9-05
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muehlen 6-15-05
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
05-01	Maps (all types)	Permanent	Paper/microfilm	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. <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> MAY 9 2005 </div>
05-02	Survey Books	Permanent	Paper/microfilm	
05-03	Survey's (1800's)	Permanent	Paper/microfilm	
05-04	Receipt Books	2 years provided Audited by the Auditor Of State.	Paper	
05-05	Address forms-The official forms Used to assign addresses to People enable ling them to obtain A building permit.	Permanent	Paper/microfilm	
05-06	Pay-ins to County Treasury (office copy)	3 years provided audited by the Auditor of State.	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

The Delaware County Map Department

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
05-07	Purchase Order request forms (office copy)	3 years provided audited by the Auditor of State.	Paper	<p>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.</p>
05-08	Aerial Photographs	Permanent	Paper/microfilm	