



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

APRIL 12 2023

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

Emergency Communications / 9-1-1

(Local Government Entity)

(Unit)

Patrick Brandt

Director

3/30/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County Records Commission

740.833.2140

2079 US Route 23 North

Delaware

43015

(Telephone Number)

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.

4/12/23

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Previts

State Archivist

5-2-2023

Signature

Title

Date

Section D: Auditor of State

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.*

(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
23-01	Dispatch Runs Sheets - These contain: the location of the incident, any dispatcher comments, who responded to the call, and disposition if applicable.	Permanent	DATA will be extracted from CAD System and electronically transmitted to digital archive writer to produce microfilm. If system goes down dispatcher will revert to paper. Paper copy retained until info entered into CAD system		<input type="checkbox"/>
23-02	Standard Operating Procedures Policies - And procedures regarding agency operations	Until revised or rescinded	Electronic (Maintained in Power DMS Software)		<input type="checkbox"/>
23-03	Master Street Address Guide - Contains all road and address points in Delaware County	Until superseded	Electronic (Maintained Online Frontier Communications)		<input type="checkbox"/>
23-04	Master Street Address Guide (MSAG) - Correction Forms / Error Listing. Electronic form used with the phone company to fix or modify any error in the Master Street Address Guide.	Until the issue / error is corrected or resolved by Telephone company. Automatically deleted from system on verified.	Electronic (Maintained in On-Line Frontier Communications)		<input type="checkbox"/>
23-05	9-1-1 Phone System - IP call processing solution that includes 9-1-1 trunks and administrative non-emergency phone lines for requests for services from the public, emergency personnel and alarm complaints. System has the ability to transfer 9-1-1 calls	Calls are logged into CAD. If an emergency call is received a Responder	CAD System / Paper- Until entered into CAD once in CAD		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
	or nonemergency calls to Delaware County Sheriff's office and other outside jurisdictions. If a call is of administrative value the data is entered into CAD. If the call requires a response from a incident form is completed in CAD.	Incident Form is completed in CAD. If CAD is down, a Paper Incident Form is completed and entered into CAD Once available. Refer to 23-01 for CAD Data	Permanent (23-01) / Paper shredded once entered into CAD.		
23-06	Community House Watch Request - For law enforcement to check businesses or residences in order to curb criminal activity	Electronic / Paper: We receive email and faxes from Powell PD and Delaware City of house watch request, which are printed and retained until canceled by the homeowner or until no longer of administrative value. The Email is deleted once printed and the paper version is shredded.	Electronic / Paper		<input type="checkbox"/>
23-07	Eventide Recording System – Video/Screen Capture Module for internal quality control	For all 9-1-1 and DCSO computers utilizing the module within the 9-1-1 Center 14 days or until no longer of administrative value. The files will automatically	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
		be deleted, and data will be written over.			
23-08	<p>Eventide Recording – Audio – Radio and Phone - Recording multiple talk groups from the Delaware County Motorola Radio System. Various 800 / VHF frequencies. Which contains audio traffic to and from emergency responders.</p> <p>Motorola Vesta 911Trunks and Non-Emergency / Administrative phone lines are recorded.</p> <p>Delaware County Mitel phone system – Primarily utilized for administrative functions by 9-1-1 and DCSO.</p>	<p>All radio communication recordings are maintained for 6 months.</p> <p>After 6 months the media is written over or deleted automatically.</p> <p>911 Trunk Calls are maintained for 12 months. After 12 months the media is written over or deleted automatically</p> <p>All calls received on any phone lines other than the 911 Trunks / Lines – Including the Delaware County Mitel Phone System 6 months then media is written over or deleted automatically. If a subpoena is received to retain an audio file the file will be downloaded from the server and retained on County</p>	Electronic / Medium		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
		Network and other medium.			
23-09	Disaster Recovery (DR) - Delaware County Backups the CAD System Daily and stores the information at the DR Site. The CAD System can be restored at the DR site when/if needed.	Data is updated every 60 minutes by the County Data Center	Electronic		<input type="checkbox"/>
23-10	Road Closing reports - Notification from another government agency of road/street closure to detour public safety vehicles.	Paper: Destroyed once entered into the CAD system. CAD: Information is entered and deleted when no longer of administrative value.	Paper / Electronic		<input type="checkbox"/>
23-11	Computerized Criminal History Log Book Record of criminal histories accessed for official purposes	3 Years then shredded	Paper		<input type="checkbox"/>
23-12	Law Enforcement Automated Data System Newsletter: Newsletter issued by Ohio Highway Patrol	Paper: Current Year plus 3 Years Electronic Copy: Until no longer of administrative value.	Paper / Electronic		<input type="checkbox"/>
23-13	LEADS Validation Files and Correspondence. Monthly review of files entered into law enforcement database to ensure accuracy of entry.	Paper: Current year plus 1 year Electronic Copy: No longer of Administrative Value	Paper / Electronic		<input type="checkbox"/>
23-14	CHAT via CAD/RM system (CHAT is an instant message feature to send/receive instant messages to other agency users logged into the CAD/Records Management System)	60 days pending No legal or administrative value	Electronic in CAD System Automatic Purge		<input type="checkbox"/>
23-15	CAD Audit / Security Log. A log file that shows anytime anyone opens, modifies, or does anything to a record within the CAD system.	Electronic / CAD System: Automatically	Electronic in CAD System Automatic Purge		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
		purge every 2 years or until no longer administrative value			
23-16	Text to 9-1-1 Call information - When a text to 9-1-1 call is received, the employee answering the call will enter the information into the CAD call for service.	Info used to create call for service in CAD (23-01) Once created the information is no longer of administrative value	Paper – Until Entered into CAD System once in CAD Data will be extracted from the CAD System to create a run sheet (23-01) Run Sheets are permanent Microfilm.		<input type="checkbox"/>
23-17	Annual Report	Permanent	Microfilm and Electronic copy on web site until superseded		<input checked="" type="checkbox"/>
23-18	9-1-1 Board Meetings Minutes	Permanent	Microfilm and Electronic copy on web site until superseded		<input type="checkbox"/>
23-19	Grievances Complaints of violations of labor agreement	Office Copy until resolved Forwarded to Human Resources, who maintain for 3 years.	Electronic / Paper sent to Human Resources		<input type="checkbox"/>
23-20	Performance Evaluations of probationary employees – Daily observation reports and evaluations completed while on probation	Until employee successfully completes probationary period plus one year	Electronic		<input type="checkbox"/>
23-21	Accreditation Files Records compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA)	4 years or until reaccruited by CALEA	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
23-22	FCC Licenses - Frequency Licenses approved by FCC for Delaware County Emergency Communications / 9-1-1	Until superseded or expired	Paper		<input type="checkbox"/>
23-23	Training Record Files – Log of completed training, lesson plans, and certificates awarded from training(s)	Until Superseded / notification of successful audit by the State of Ohio or until no longer of administrative value	Electronic		<input type="checkbox"/>
23-24	9-1-1 Board By-Laws	Until superseded	Electronic		<input type="checkbox"/>
23-25	Text Messages - Includes agency-owned and personal electronic devices used for work purposes	Retention based on type of communication See County General Schedule	Electronic /Paper		<input type="checkbox"/>
23-26	Daily Administrative Reports – Reports that ensure the operation of the center. Data from reports obtain from CAD	CAD System entries 6 years	Electronic		<input type="checkbox"/>
23-27	911Connect Software – Software provides feedback from all employees on work performance	3 Years	Electronic		<input type="checkbox"/>
23-28	APCO Software - criteria-based guide card software provides pre-arrival instructions for Medical, Law, and Fire calls	Updated or revised as needed per Medical Director	Paper / Electronic		<input type="checkbox"/>
23-29	Memos – Internal agency communications regarding a broad spectrum of subject matters	Retention based on type of communication See County General Schedule	Paper / Electronic		<input type="checkbox"/>
23-30	Customer Survey Results - Documentation of feedback forms received from previous customers served by Delaware County Emergency Medical Services	1 years or until no longer administrative value	Paper / Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
23-31	Quality Assurance Call Review - Random number of calls are reviewed to ensure the quality of our performance. Each call that is reviewed is scored and reviewed with the employee.	1 year or until no longer administrative value	Paper / Electronic		<input type="checkbox"/>
23-32	Prepared application and Text to 9-1-1 application can accept images and/or videos to be transmitted to the 9-1-1 center, depending on the carrier.	Information of administrative value shall be provided to the law enforcement agency or fire department handling the call for service.	Electronic		<input type="checkbox"/>