

(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
22-1	Accident/incident report: (Office copy) Report of personal or property damage involving a DCOHSEM vehicle or DCOHSEM (Delaware County Office of Homeland Security and Emergency Management) personnel or other DOCHSEM property.	Paper or electronic copy: 3 years and no pending claims. Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-2	Annual Reports	EMA Annual Report – Permanent Other entities Annual Report until no longer of administrative value	Paper/ Electronic/ Microfilm		✓
22-3	Audio visual, public relations, public safety/public training material/presentations: Material and resources compiled or created for presentations, public relations events, and/or training exercises.	Paper or electronic copy: Until superseded, obsolete, or replaced. Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-4	Audit reports: Grant audit reports conducted through Ohio EMA – also includes grant “monitoring visit” findings. For other audit report, follow general RC2.	Paper or electronic copy: Grant audits: Must be kept until any issues are resolved or 3 years after closeout, whichever is later. For other audit reports follow the County General RC2 Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-5	Memoranda of Understanding: Agreement(s) that procure goods and/or services.	Paper: Until updated or superseded Electronic copy: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-6	DCOHSEM Long Term Plan: An outline of the goals and objectives for the next few years.	Paper or electronic copy: Keep until updated or superseded Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-7	Declared Disaster in the County: Damage assessment forms, official correspondence between government entities, resolution	Paper or electronic copy: Permanent until microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>

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	for the declaration. Information would include details of historical interest, such as what type of disaster, area affected and any related documentation. These are referenced for planning and exercise purposes.	Remaining copy until no longer of administrative value Microfilm: Permanent			
22-8	Delaware County Dangerous Wild Animal Response Team (DWARD) Meeting Minutes ORC Section 935.27 (sunset): Minutes show motions passed by the DWARD and planning and coordination discussions on a dangerous wild animal escape or release.	Paper or electronic copy: Permanent until microfilmed Remaining copy until no longer of administrative value Microfilm: Permanent	Paper / Electronic/ Microfilm		<input checked="" type="checkbox"/>
22-9	Delaware County Office of Homeland Security and Emergency Management Executive Board Meeting Minutes: Minutes show motions passed by the Executive Board, who was in attendance and are a record of month to month operations of the Delaware County EMA.	Paper or electronic copy: Permanent until microfilmed Remaining copy until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
22-10	Delaware County Special Needs Registry Documents: This is now administered by Delaware County EMS (Emergency Medical Services). Included are applications and HIPAA forms.	Paper or electronic copy: Keep until 1 October, 2022.	Paper/ Electronic		<input type="checkbox"/>
22-11	Disaster & Emergency Plans: Plans used for any county disaster or emergency. Examples include: Manuals, Emergency Operations Plan (EOP) and associated plans (hazard specific, functional, mitigation, and debris management), Dangerous and Wild Animal Response Team Plan (DWARD), and standard operating guidelines. EOP in accordance with (IAW) Ohio Revised Code (ORC) 5502.26(A)2.	Paper or electronic copy: Keep until updated or superseded Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-12	Disaster/Emergency Reports (Non-LEPC) (Non-Declared Disaster): Included are reports for weather and other emergency/disaster incidents that do not warrant any local, state or federal disaster declaration.	Paper or electronic copy: 2 years Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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22-13	EMA Agreements: Agreements that have established the emergency management program in Delaware County IAW R.C. 5502.26.	Paper or electronic copy: Permanent until microfilmed Remaining copy until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
22-14	Equipment Check-In/Check-Out Documents: Included are fit tester forms and 4-gas meter trainer forms.	Paper or electronic copy: 1 year Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-15	Exercise Records: Included are LEPC and other annual exercise records in which DCOHSEM plays a critical role in planning or execution of an emergency preparedness exercise. Sean going to check with State	Paper or electronic copy: 5 years (unless otherwise stipulated by a grant) Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-16	Homeland Security, Preparedness, Mitigation and Public Utilities Grants: Notice of award, budget worksheets, requests for cash, purchase orders, invoices, vouchers, inventories, equipment sign-off forms, pay-ins and audits. Utilized for staff planning costs and procurement of equipment for emergency responders. Examples include planning efforts for terrorism related responses and response equipment for chemical, biological, radiological, nuclear and explosion/terrorism incidents and mitigation projects.	Paper or electronic copy: 3 years after closeout by Ohio Emergency Management Agency (OEMA). In cases of audit or litigation, files must be kept until the issues are resolved or 3 years after closeout, whichever is later Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-17	Invoices - Political Subdivisions: This is IAW the Delaware County EMA Agreement under Section 5502.26 of the ORC. This annual apportionment is based on population amounts established in the EMA Agreement. This is one of the main funding mechanisms for Delaware County EMA. Each jurisdiction Delaware County EMA serves pays an annual amount based on population.	Paper or electronic copy: 5 years Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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22-18	Job descriptions (Original copy): Delaware County HR does not maintain.	Until superseded or position abolished	Paper/ Electronic		<input type="checkbox"/>
22-19	LEPC "Right-to-Know" Requests & Associated Correspondence: These are requests from the public or developers on chemicals stored in the community, spill/release incidents, and related documentation. This also includes responses to the requests.	Paper or electronic copy: 3 years Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-20	LEPC Compliance, Enforcement and Spill Reports: Files pertaining to chemical releases, compliance information or enforcement action. This includes additional information from facilities, documentation of chemical spills of certain thresholds and any related documentation.	Paper or electronic copy: Permanent until microfilmed Remaining copy until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
22-21	LEPC Facility Files: Facility Identification Form, Emergency and Hazardous Chemical Inventory Form and maps. Industrial facilities which meet certain chemical storage thresholds are required to report related information to the LEPC. This is important for emergency plans, exercises and responses.	Paper or electronic copy: 3 years Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-22	LEPC Meeting Minutes: Minutes show motions passed by the LEPC and discussion on hazardous materials planning, response and exercises. Many community organizations are represented on the LEPC, including industry.	Paper or electronic copy: Permanent until microfilmed Remaining copy until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
22-23	Local Emergency Planning Committee (LEPC) Grants: Notice of award and financial reports. EMA provides the functions of the LEPC through resolution and receives grant funding. These grants enable EMA to carry out the functions of the Delaware County LEPC, which include documenting chemical spills, public information requests and entering reporting industrial facility files into information systems.	Paper or electronic copy: Until audited by SERC (State Emergency Response Commission) and/or Auditor of State Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-24	Newsletters (quarterly): Created by DCOHSEM for informational purposes	Paper or electronic copy: 3 years	Paper/ Electronic		<input type="checkbox"/>

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22-25	Office-related text messages	Treat as correspondence.	Electronic		
22-26	Operational Check Documents (Non-Siren): Includes operational checks of DCOHSEM vehicles, generator and any related documentation.	Paper or electronic copy: 1 year Remaining copy until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
22-27	Personnel file: A file on each individual employed by DCOHSEM. File may include application, resume, test papers, evaluations, promotional forms, disciplinary action, service records, resignation letter, Employee Action Forms, awards, certificates, and other general employment forms/paperwork.	Employee Action Forms: retain for 10 years after individual no longer employed. Other documents: 5 years after individual no longer employed. Disciplinary action: expunge after 2 years of good behavior	Paper		<input type="checkbox"/>
22-28	Planning Update Schedules: Documents that lay out the plan update schedule.	Paper or electronic copy: Keep until updated or superseded Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-29	Plans from other agencies: Included are emergency plans created by other organizations, such as schools, municipalities, other counties, water suppliers and any related documentation.	Paper or electronic copy: Keep until superseded or no longer of administrative value. Creating agency is responsible party	Paper/ Electronic		<input type="checkbox"/>
22-30	Records requests: Public requests to inspect and review public records. ORC 149.43 (other than LEPC "Right-to-Know" requests).	Paper or electronic copy: Keep 1 year	Paper/ Electronic		<input type="checkbox"/>
22-31	Records retention and disposition forms: Forms provided by the Ohio History Connection that list the records generated by DCOHSEM and how long the record must be maintained. Forms are a working document when all approval levels have signed the form.	RC1 and RC3: until audited by the Auditor of State. RC2: until superseded. Records Center maintains permanently.	Paper/ Electronic		<input type="checkbox"/>
22-32	Secure Homeland Security Records: Critical infrastructure data, policies and secure messages. Contains analyses of vulnerable areas, hazards, threats and risks. These are utilized for planning purposes.	Paper or electronic copy: 5 years	Paper/ Electronic		<input type="checkbox"/>

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22-33	Timesheets of employees: Maintained electronically in Delaware County Auditor's office online program and in paper form.	May be dictated by grant retention schedule. If non-grant keep 2 years	Paper/ Electronic		<input type="checkbox"/>
22-34	Unreadable/unknown/corrupted media, such as compact and floppy discs, etc.	Until no longer of administrative value	Electronic		
22-35	Vehicle records: Files documenting ownership, warranties, routine maintenance and repair to District owned equipment.	Life of equipment	Paper/ Electronic		<input type="checkbox"/>
22-36	Volunteer file: A file on each volunteer in the service of DCOHSEM.	Paper or electronic: Maintain for 1 year after volunteer leaves serve of DCOHSEM	Paper/ Electronic		<input type="checkbox"/>
22-37	Waivers: Forms signed by individuals participating in DCOHSEM programs/events, releasing DCOHSEM of liability.	Paper or electronic copy: Keep 3 years, unless part of an exercises or associated photos still being used. Must have no pending discrepancies or legal action. Remaining copy until no longer of administrative value	Paper		<input type="checkbox"/>
22-38	Warning Siren Maintenance Records Owned by DCOHSEM: This includes the annual and emergency maintenance/repairs on the sirens owned by DCOHSEM.	Paper or electronic copy: 2 years Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-39	Warning Systems Test Documents: Monthly and weekly outdoor siren tests/checks and Wireless Emergency Alert (WEA) proficiency tests.	Paper or electronic copy: 1 year Remaining copy until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-40	Weather briefings: Emails and documents to convey forecasted, impactful weather to partner organizations.	Paper or electronic: Keep until no longer of administrative value (unless it	Paper/ Electronic		<input type="checkbox"/>

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		becomes part of a declared disaster)			
22-41	Web-EOC Incident Management Database	Maintained by the Ohio Emergency Management Agency	Electronic		

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed above must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.

If a difference arises between the Emergency Management Agency retention schedule and the County General retention schedule, the Emergency Management Agency retention schedule takes precedence.

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