



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

OHIO HISTORY CONNECTION

APR 13 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECEIVED

MAR 30 2022

DELAWARE COUNTY
 RECORDS CENTER

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

Records Center

(Local Government Entity)

(Unit)

Ellen Wandall

Ellen Wandall

HR Director

3/29/22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

(Telephone Number)

2079 US Rte. 23 North

Delaware

43015

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.

Jeff Banton

4/13/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

4-27-2022

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

(Government Entity)

(Unit)

(1) Schedule Number	(2) Records Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGPR
22-01	Application for One-Time Records Disposal (RC1): Authorizes the disposal of records no longer being created. Authorizes disposal of only records listed on the RC1. Does not provide continuing authority to dispose of records. The document is approved once reviewed and signed by the local Records Commission, Ohio History Connection and the State Auditor.	Permanent: Records Center copy Copy retained at the Ohio History Connection as permanent OHC recommends a local copy be maintained as permanent	All media types		<input type="checkbox"/>
22-02	Camera Logs: Log of roll number, film type (16mm or 35mm), material contained on the roll, date processed, density reading, camera head number and camera used.	Permanent	All media types		<input type="checkbox"/>
22-03	Certificate of Records Disposal (RC3): Form used to document the destruction of records identified on the local governments RC2 form. Form submission <u>not required</u> to the Ohio History Connection per the approved governing RC2. If the Records Center is assisting with any type of records destruction a signed RC3 form is required and will be maintained as a local copy at the Records Center.	Permanent: Records Center copy OHC recommends a local copy be maintained as permanent	All media types		<input type="checkbox"/>

(Government Entity)

(Unit)

(1) Schedule Number	(2) Records Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGPR
22-04	Certificate of Records Disposal (RC3): Form used to document the destruction of records identified on the local governments RC2 form. Form submission <u>required</u> to the Ohio History Connection per the approved governing RC2.	Permanent: Records Center copy Copy retained at the Ohio History Connection as permanent OHC recommends a local copy be maintained as permanent			<input type="checkbox"/>
22-05	Correspondences	Reference the County General Schedule	All media types		<input type="checkbox"/>
22-06	Departmental Request Forms/Emails: Request from a department to pull and send the information to them by interoffice mail.	3 months after the date of the request and no longer of administrative value	All media types		<input type="checkbox"/>
22-07	Departmental Roll Lists: Departmental logs that show the information that is sent to the Digital Archive Writer and maintained on a roll of microfilm with a roll number.	Permanent Two copies maintained. One with the corresponding RC3 and the other in a departmental file to help maintain the correct roll numbers			<input type="checkbox"/>

(Government Entity)			(Unit)		
(1) Schedule Number	(2) Records Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGPR
22-08	Equipment Manuals	Life of equipment	All media types		<input type="checkbox"/>
22-09	Infoguard Tests: A monthly test to ensure archival quality of processed film. Test sent and reviewed by Eastman Park Micrographics.	Permanent	All media types		<input type="checkbox"/>
22-10	Monthly Statistics Report: Spreadsheet listing the Records Center production numbers. Report completed monthly and yearly.	Monthly reports can be destroyed once the statistics are included in the yearly report Yearly report is Permanent	All media types		<input type="checkbox"/>
22-11	Process Control Sheets: A graph used to record the densities of the Kodak Control Film. Graph includes the temperature of the chemicals and water as well as the date and time of processing.	Permanent	All media types		<input type="checkbox"/>
22-12	Processor Logs: Log of processing time and date, machine used, department, roll number, density of film, operator and setting of equipment.	Permanent	All media types		<input type="checkbox"/>
22-13	Quality Control Monitoring Tests: Monthly test sent to and reviewed by Eastman Park Micrographics.	Permanent	All media types		<input type="checkbox"/>
22-14	Records Retention Schedule (RC2): A form used to document the record series that are created. Includes a brief description of the record and how long the record is to be retained. Provides continuing authority to dispose of records. The form is a working document once reviewed and signed by the local Records Commission, Ohio History Connection and the State Auditor.	Permanent: Records Center copy Copy retained at the Ohio History Connection as permanent OHC recommends a local copy be	All media types		<input type="checkbox"/>

(Government Entity)

(Unit)

		maintained as permanent			
22- 15	Residual Thiosulfate Analysis: Monthly test sent to and reviewed by Eastman Park Micrographics.	Permanent	All media types		<input type="checkbox"/>

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 the record series is not listed on this schedule follow the county's approved General Retention Schedule. A departmental schedule must be followed before referencing the General Retention Schedule.