



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

APR 13 2022

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

Records Commission

(Local Government Entity)

(Unit)

Jeff Benton

Jeff Benton

County Commissioner

4/13/2022

(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 Benton

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) 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
22-01	Agendas: a list of items to be discussed at meetings of the Records Commission	Reference the County General Schedule	All media types		<input type="checkbox"/>
22-02	Correspondences	Reference the County General Schedule	All media types		<input type="checkbox"/>
22-03	Meeting Notes: Meeting preparation records. May include notes, drafts, correspondences and actions taken at a Records Commission meeting	Maintain until minutes approved in an open meeting and signed by the Records Commission members	All media types		<input type="checkbox"/>
22-04	Meeting Notices: Notice of a Records Commission meeting. Provides the date, time and location	After the meeting takes place and no longer of administrative value	All media types		<input type="checkbox"/>
22-05	Minutes: Official record of the Records Commission proceedings	Permanent	All media types		<input checked="" type="checkbox"/>
22-06	Resolutions: A written motion adopted by the Records Commission	Permanent	All media types		<input checked="" type="checkbox"/>
22-07	Voting Member Representative Designation Communication: Communication between a Commission voting member and the Records Commission designating a member of staff to have proxy voting authority	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.

(Government Entity)

(Unit)

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.