



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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OHIO HISTORY CONNECTION  
APRIL 24 2024  
STATE AND LOCAL  
GOVERNMENT RECORDS

Page 1 of 17

## 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

Board of Developmental Disabilities

(Local Government Entity)

(Unit)

*Kristine Hodge*

Kristine Hodge

Superintendent

*4-12-2024*

(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

(Telephone Number)

2079 US Rte. 23 North/PO Box 8006

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](mailto:cshaw@co.delaware.oh.us)

[Chase.Waits@dcbdd.org](mailto:Chase.Waits@dcbdd.org)

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*  
Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Government Records Archivist

5/9/2024

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.

Delaware County

Board of Developmental Disabilities

(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
	<b>Board and Administrative Records</b>				<input type="checkbox"/>
24-01	<b>Accreditation Files</b> Documentation of the annual accreditation of the board by the Ohio Department of Developmental Disabilities as required by ORC 5126.081	Retain final report indefinitely. Retain working papers until the next accreditation period	Electronic		<input checked="" type="checkbox"/> (Permanent)
24-02	<b>Activity Reports</b> Reports compiled to detail financial, statistical, and/or operational data	Two years	Electronic		<input type="checkbox"/>
24-03	<b>Agendas</b> A list of items to be discussed and/or acted upon during a public meeting	Two years	Electronic		<input type="checkbox"/>
24-04	<b>Annual Cost Report</b> Annual report of income and expenditures. Required by the Ohio Department of Developmental Disabilities per ORC 5126.12	Eight years provided audited	Electronic	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	
24-05	<b>Annual Inventory</b> ORC 305.18 - Departmental inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department	Three years	Electronic		
24-06	<b>Annual Reports</b> A report containing substantive information of operations, policies, procedures, and planning	Indefinite	Electronic		<input checked="" type="checkbox"/>
24-07	<b>Audiovisual, Public Relations &amp; Training Materials</b> Materials and resources compiled or created for presentations, public relations events and/or training exercises	Until information is superseded, obsolete, or replaced. Appraise for historical value	Electronic		<input type="checkbox"/>

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Delaware County

Board of Developmental Disabilities

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24-08	<b>Audit Reports (Federal, State &amp; Internal)</b> ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally	Five years	Electronic		<input type="checkbox"/>
24-09	<b>Backup Data</b> Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Retain for one system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
24-10	<b>Badges and IDs</b> Employee identification badges and keyless entry devices and related records	Confiscate upon employment termination or when obsolete,			<input type="checkbox"/>
24-11	<b>Bids (Successful)</b> Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file. O.R.C. 2305.06	Six years after the termination of the contract	Electronic		<input type="checkbox"/>
24-12	<b>Bids (Unsuccessful)</b> Bids not awarded	Two years after the letting of the contract	Electronic		<input type="checkbox"/>
24-13	<b>Blank Forms</b> Obsolete, unneeded, or superseded forms stock	Until obsolete or superseded	Electronic		<input type="checkbox"/>
24-14	<b>Blueprints/Vellums/Drawings/Tracings/ Mylars</b> Drawings created in the course of public business.	Until updated, superseded or obsolete. Appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/> (Historical)

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Delaware County

Board of Developmental Disabilities

(Local Government Entity)

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(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
	A, Blueprints for public buildings	Indefinite			<input checked="" type="checkbox"/>
24-15	<b>Budget, Annual</b> Annual plan for revenues and expenditures approved by the Board.	Indefinite	Electronic		<input checked="" type="checkbox"/>
24-16	<b>Budget, Annual Department/Office</b> Fiscal allocation to a department or office for a fiscal year	Three years	Electronic		<input type="checkbox"/>
24-17	<b>Budget Preparation Documents</b> (working papers) Preparation documents used to create annual budgets	Two years	Paper or Electronic		<input type="checkbox"/>
24-18	<b>Bulletins, Posters, and Notice to Employees</b> Announcements and informational notices including unsolicited announcements related to job functions	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>

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Delaware County

Board of Developmental Disabilities

(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
		24-19	<p><b>Communication Records:</b> (Correspondence) Messages sent and received in any media, including letters, memoranda, faxes, email messages, miscellaneous communications, etc.</p> <p>A) Transient Routine communications which convey information of temporary importance in lieu of oral communications</p> <p>B) General Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy</p> <p>C) Executive Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters</p>	<p>Retain according to content. Ensure metadata retained if applicable</p> <p>Until no longer of administrative value</p> <p>One year</p> <p>Three years; file with related records if content requires longer retention; appraise for historical value</p>	Paper or Electronic		<input type="checkbox"/>
		24-20	<p><b>Contracts</b> ORC 2305.06. Legal agreements with individuals, organizations, or entities to procure goods and/or services</p>	Six years after the termination of contract	Electronic		<input type="checkbox"/>
		24-21	<p><b>Copies of Records</b> Additional copies of records or images which are no longer required and serve no useful purpose</p>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>

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Board of Developmental Disabilities

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24-22	<b>Delivery Slips/Packing Slips</b> Documents received when accepting goods from a carrier or vendor	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
24-23	<b>Directories/Lists/Rosters</b> Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules	Until superseded, obsolete, or replaced	Paper or Electronic		<input type="checkbox"/>
24-24	<b>Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)</b> Documents plans and procedures to protect and reestablish operations in the event of a disaster	Until updated or superseded	Electronic		<input type="checkbox"/>
24-25	<b>Drafts/Transient Records</b> Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communications	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
24-26	<b>Equipment Maintenance Records</b> Files documenting ownership, warranties, routine maintenance and repair of county owned equipment	Life of equipment	Electronic		<input type="checkbox"/>

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Board of Developmental Disabilities

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(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
24-27	<b>Financial Records</b> Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/billbacks; bill schedules (Listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures	Three years provided audited	Electronic		<input type="checkbox"/>
24-28	<b>Grant Application (Not Funded)</b> Unsuccessful applications for grant funding	One year	Electronic		<input type="checkbox"/>
24-29	<b>Grant Files</b> Documents the application, evaluation, awarding, monitoring, and tracking of grants received	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Electronic		<input type="checkbox"/>

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(Local Government Entity)

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24-30	<b>Image Files and Photographs</b> Visual documentation of a person, place, or event on various media. Media may include, but not limited to, photographs, digital files, slides, negatives, etc.	Until no longer of administrative value. Appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/> (Historical)
24-31	<b>Insurance Policies</b> Documents listing terms and conditions between county and insurance providers	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)	Paper or Electronic		<input type="checkbox"/>
24-32	<b>Legal Advertisements/Notices</b> Legal announcements to inform the public of meetings, hearings, bids, auctions or other events	One year or until superseded	Paper or Electronic		<input type="checkbox"/>
24-33	<b>Licenses, Permits, Certifications</b> Documents an affirming requirement being met as prescribed by issuing agency	One year after expiration	Paper or Electronic		<input type="checkbox"/>
24-34	<b>Litigation Records</b> Records related to legal claims against an office and subsequent legal actions and court proceedings	Five years after case is closed and appeals are exhausted	Paper or Electronic		<input type="checkbox"/>
24-35	<b>Logs</b> Listings of actions taken by the office. Can include fax logs, telephone logs, visitor logs, etc.	One year provided no action pending	Paper or Electronic		<input type="checkbox"/>



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24-36	<b>Mailing Lists</b> List of individuals and addresses for mail distribution	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
24-37	<b>Management and Operations Reports</b> Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs	Five years	Electronic		<input type="checkbox"/>
24-38	<b>Manuals, Handbooks</b> Documents related to activities and operations of a department, office or agency. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced. Appraise for historical value	Paper or Electronic		<input type="checkbox"/>
24-39	<b>Meeting Notices</b> Notices posted publicly showing the time, place, and subject of upcoming meetings of boards and committees	One year	Paper or Electronic		<input type="checkbox"/>
24-40	<b>Meeting Records - Departmental/Internal</b> Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Destroy when no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>

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24-41	<b>Meeting Minutes – Public Meetings</b> Records of meetings that are open to the public per the ORC  A) Minutes Complete and accurate record of the public meeting B) Recordings Recording of the proceedings of the public meeting	Indefinite  Retain until the minutes are approved	Electronic  Electronic		<input checked="" type="checkbox"/> (Permanent)
24-42	<b>Organizational Chart (Table of Organization)</b> A diagram that shows the structure of an organization and the relationships and relative ranks of the parts and positions/jobs	Until superseded Review for historical value	Electronic		<input type="checkbox"/>
24-43	<b>Plats and Maps</b> Renderings noting locations and/or boundary lines	Indefinite	Paper or Electronic		<input checked="" type="checkbox"/>
24-44	<b>Press/News Releases</b> Information disseminated to the public through media outlets, including social media	Until no longer of administrative value Appraise for historical value	Electronic		<input type="checkbox"/>
24-45	<b>Project Plans/Drawings</b> Written plan or pictorial diagrams for a work-related project or program	Life of project or until obsolete	Paper or Electronic		<input type="checkbox"/>
24-46	<b>Public Records Requests Logs</b> ORC 149.43. Listings of public records requests received by a public office and the actions taken to respond to the request	Three years	Electronic		<input type="checkbox"/>
24-47	<b>Publications (created by the board)</b> Brochures and promotional material created by county agencies to inform the public of services and functions	Until superseded or obsolete	Paper or Electronic		<input type="checkbox"/>

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24-48	<b>Records Retention and Disposition Forms</b> Records, also called RC-1, RC2 and RC3 forms, and other locally developed forms documenting the retention and disposition of the records of an office	Indefinite	Electronic		<input type="checkbox"/>
24-49	<b>Research Records</b> Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action	Until no longer of administrative fiscal, or legal value	Paper or Electronic		<input type="checkbox"/>
24-50	<b>Resolutions</b> Official written motion documenting policy development and decisions	Indefinite	Electronic		<input checked="" type="checkbox"/>
24-51	<b>Sign in Sheets</b> Registers or logs used to track arrivals and departures from office or meetings. Includes Visitors Sign-Sheets, Participant Sign-in-Sheets, etc.	One year provided no action pending	Paper or Electronic		<input type="checkbox"/>
24-52	<b>Special Accounting Records</b> Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12	Four years	Electronic		<input type="checkbox"/>
24-53	<b>Speeches/Presentations</b> Written and/or recorded materials distributed when speaking to a group	Until no longer of administrative value.	Paper or Electronic		<input type="checkbox"/>

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Delaware County

Board of Developmental Disabilities

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	of press conference concerning an office and/or its operations	Appraise for historical value			
24-54	<b>Surveillances Recordings</b> Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes	Use for one cycle then reuse provided no action	Electronic		<input type="checkbox"/>
24-55	<b>Surveys &amp; Questionnaires</b> Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
24-56	<b>Telephone Records</b> A) Messages for recipients received via telephone B) Logs – track incoming calls	Until no longer of administrative value Six months	Electronic		<input type="checkbox"/>
24-57	<b>Travel Requests/Expense Reports</b> Requests for reimbursement for employee travel	Three years	Electronic		<input type="checkbox"/>
24-58	<b>Work Orders</b> Requests asking for maintenance, assistance and/or services	One year	Electronic		<input type="checkbox"/>
	<b>Client Records</b>				
24-59	<b>Client Database</b> Database of current client information. Can include contract information and billing reports	Past data destroyed as changes occur or as data no longer has administrative value. Ensure data is migrated to any new system	Electronic		<input type="checkbox"/>

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Delaware County

Board of Developmental Disabilities

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24-60	<b>Client Records</b> Documents ongoing services provided to clients. Records have value for the life of the client. Can include Behavior Support Plans, legal documents (IDs, social security card, birth certificate, Medicaid card, burial, Individual Education Plans, Individual Service Plans, Individualized Family Service Plans, Family Support Services documentation, guardianship/custody, diagnosis, education records, significant waiver forms (enrollment, determination, initial paperwork, redetermination, ODDP, AAI. etc. and eligibility records (enrollment, acknowledgement of eligibility, documentation of qualifying diagnosis. Can include assessments, attendance records, due process, complaints, mediation, medical and nursing files, case	Indefinite	Electronic		<input type="checkbox"/>
24-61	<b>Client Records: Service Records</b> Documentation of services provided to clients. Records are used to conduct adjudicated audits of board services. Includes annual records of Medicaid, Targeted Case Management, and Title XX services	Ten years	Electronic		<input type="checkbox"/>
24-62	<b>Client Records: Working Papers</b> Client records that are routinely updated or incorporated into monthly or annual reports	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
24-63	<b>Unusual Incidents/Major Incidents</b> Documentation and investigation of incidents involving clients required by ORC 5126.313. Incidents involve occurrences out of the norm. Can	Four years	Electronic		<input type="checkbox"/>

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**Delaware County**

**Board of Developmental Disabilities**

(Local Government Entity)

(Unit)

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	include witness statements, incident reports, pictures, police reports and correspondence				
	<b>Employee Records</b>				
24-64	<b>Accident Reports/Files</b> Documents related to personal injury occurring on county property or vehicle accidents	Six years	Electronic		<input type="checkbox"/>
24-65	<b>Attendance Reports</b> Documents employee attendance to work including leave	Three years	Electronic		<input type="checkbox"/>
24-66	<b>Disciplinary Hearings</b> A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.  A) Audio and video recordings B) Report of proceedings  C) Transcripts	One year Place in personnel file  Five years	Electronic		<input type="checkbox"/>
24-67	<b>Employee Certification Files</b> Records of employee certification as required by ORC 5126.25	Two years after termination	Electronic		<input type="checkbox"/>
24-68	<b>Employee Complaints/Grievances-Disciplinary</b>	Ten years	Electronic		<input type="checkbox"/>
24-69	<b>Employee Complaints/Grievances-Non-Disciplinary</b>	Ten years	Electronic		<input type="checkbox"/>
24-70	<b>Employee Evaluations</b> Records used to measure employee work performance	Place in personnel file	Electronic		<input type="checkbox"/>
24-71	<b>Employee Applications/Resumes-Successful</b>	Place in personnel file	Electronic		<input type="checkbox"/>

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	Applications, EEO forms, affirmative action reports, testing records, criminal record check/background investigations, driving checks, reference checks, related correspondence, and record of interview by individuals chosen for employment				
24-72	<b>Employee Applications/Resumes-Unsuccessful – Not Hired</b> Application submissions for open job positions not chosen for employment. Includes unsolicited resumes	Three years	Electronic		<input type="checkbox"/>
24-73	<b>Employment Contracts</b> Employment contracts for Superintendent and management employees	Place in personnel file	Electronic		<input type="checkbox"/>
24-74	<b>Family Medical Leave Forms</b>	Three years	Electronic		<input type="checkbox"/>
24-75	<b>Employee I-9 Forms</b>	Three years after date of hire or one year after termination, whichever is later	Paper or Electronic		<input type="checkbox"/>
24-76	<b>Employee Fitness for Duty Files</b>	Duration of employment plus three years	Electronic		<input type="checkbox"/>
24-77	<b>Employee Reclassifications</b> Change of position/title description	Three years	Electronic		<input type="checkbox"/>
24-78	<b>Employee Training Records</b>	Place in personnel file	Electronic		<input type="checkbox"/>

### Delaware County

### Board of Developmental Disabilities

(Unit)

SAO-LGRP- RC-2 (Part 1 & 2), Revised January 2017



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Delaware County

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	knowledge, inform of events, or provide general information about association.				
24-83	<b>Work Schedules</b> Schedules noting working hours for employees	Until no longer of administrative value	Electronic		<input type="checkbox"/>
24-84	<b>Workers' Compensation Claims</b> ORC 4123 – Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.	10 years after last activity	Electronic		<input type="checkbox"/>

DCBDD's electronic records are maintained in an electronic document management system, Intellinetics. The files are formatted as a Group 4 TIF DPI 300 file. Intellinetics provides an indexing system making it easy to locate and reproduce records when needed. Data is stored and backed-up in different locations, in accordance with the hourly, daily, weekly, and yearly schedule of both Delaware County's IT Department and Intellinetics to prevent loss of information. In the event of an emergency, a disaster plan will be followed to recover data. The retention periods specified are either required by statute or have been determined by acceptable and best practices.