



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 26 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: Local Government Unit

Delaware County

Engineer's Office

(Local Government Entity)

(Unit)

Chris Bauserman, Delaware County Engineer

9-25-23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

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

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.

10/25/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

11/16/2023

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

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
2023-01	Abandoned Projects Projects and the associated relevant research and reference material that have been suspended or abandoned for any reason that may be revisited or revived in the future.	20 years	Paper and/or Electronic		<input type="checkbox"/>
2023-02	Accident Reports/Files Report of personal injury or property damage involving a county vehicle or occurring on county property	3 years. Risk and Insurance keeps 5 years	Paper and/or Electronic		<input type="checkbox"/>
2023-03	Aerial Photographs Photographs taken from the air, includes but not limited to photographs taken by other department.	Permanent	Paper, Electronic and/or Mylar		<input checked="" type="checkbox"/>
2023-04	Agendas A list of items to be discussed and/or acted upon during a meeting.	2 years	Paper and/or Electronic		<input type="checkbox"/>
2023-05	Annexation Files Copies of petitions, correspondence, legal descriptions of land, resolutions and legal notices.	Until no longer administratively necessary. Commissioner's Journal maintain a permanent copy of the resolution	Paper and/or Electronic		<input type="checkbox"/>
2023-06	Annexation Maps Maps documenting annexations	Permanent Originals held by Recorders Office	Electronic, Paper, Vellum, Linen and/or Mylar		<input checked="" type="checkbox"/>
2023-07	Annual Reports Report containing substantive information or operations, policies, procedures and planning	Permanent	Paper or Microfilm for permanent copy. Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-08	Asphalt Tickets Documentation of asphalt purchase, price and amount paid	6 years	Paper and/or Electronic		<input type="checkbox"/>

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2023-09	Bids Successful and unsuccessful	Refer to the County General Schedule	Paper and/or Electronic		
2023-10	Bridge and Culvert Records Records relating to the construction and repair of bridges and culverts within the county showing name and number of bridge or culvert. Can include sketches, blueprints, specifications for material, estimated costs, bids, plans, surveys, surveyor's field notes, engineer's estimates of assessments against land owners for construction, inventories and annual inspections ORC 5543	Permanent for the County Engineer. The County Commissioner's and County Auditor's copy maintained until no longer of administrative value	Paper or Microfilm for permanent Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-11	Bridge Plans The plans drawings, bills of material, specifications of work, estimates for the construction/improvements of a bridge ORC 153.38	Permanent	Paper or Microfilm for permanent Mylar. Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-12	Continuing Education Records Includes professional licenses, certificates, training and other documents noting advancement in education related to job position	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
2023-13	Control Sheets Record of assignment of new parcel or parcel block numbers	Permanent	Paper or Microfilm for permanent Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-14	Correspondences Executive, General and Transient	Refer to the County General Schedule	Paper and/or Electronic		<input type="checkbox"/>
2023-15	County Line Book Documentation of county lines	Permanent	Paper or Microfilm for permanent		<input checked="" type="checkbox"/>

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			Electronic until no longer of administrative value		
2023-16	County Vehicle Tax (CVT) Projects Files concerning CVT projects for road improvements including purchase orders, correspondences, improvement proposals and any related material	Permanent	Paper or Microfilm for permanent Electronic until no longer of administrative value		<input type="checkbox"/>
2023-17	Deeds and Easements for County Projects Deeds and easements received and/or granted land. Official copy held in the Recorder's office	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
2023-18	Ditch Files Original documents relating to the establishment and maintenance of drainage ditches including ditch name and number and date established. Can include petitions, orders of hearing, order to view and survey, viewer's and surveyor's reports, notice to bidders, bids, contracts, grades and elevations, plats of ditch and completed survey. May show drainage basins, inlets and outlets, type on construction and any other related material.	Permanent	Paper or Microfilm for permanent Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-19	Electronic Mail (E-mail) E-mail is a means of transmission. The text of the e-mail needs to be related to a type of correspondence	Refer to the County General Schedule for correspondences	Electronic		<input type="checkbox"/>
2023-20	Estimate Records Engineer's estimates of assessments against land owners for construction or repair to roads, bridges, ditches and culverts	5 years after completion of project	Paper and/or Electronic		<input type="checkbox"/>

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2023-21	Financial Records and Reports Records pertaining to financial transactions including accounts receivable and accounts payable, bank statements, requisitions, warrants, billbacks, listing of warrants to be paid, deposit receipts, detail reports (checks written during month, current line item balances), cash and account books, receipts, receipt books, canceled checks, vouchers, appropriation adjustments, transfers, encumbered and unencumbered amounts and balances, monthly expenditures statements and petty cash	3 years provided audited by the Auditor of State	Paper and/or Electronic		<input type="checkbox"/>
2023-22	Force Account Records Record of costs of projects undertaken by force account wherein the engineer acts as the contractor using labor employed by the county and materials owned, leased or purchased by the county as authorized by the commissioners and when the project is not subject to competitive bidding as per ORC 5543.19	10 years	Paper and/or Electronic		<input type="checkbox"/>
2023-23	Gas Tickets Documentation of gas purchase, price and amount paid.	3 years	Paper and/or Electronic		<input type="checkbox"/>
2023-24	Historical Records-Books, Ledgers and Bound Volumes Books, ledgers and volumes bound or otherwise of sufficient age or intrinsic value that are deemed to be of historical signification to the county	Permanent	Paper		<input checked="" type="checkbox"/>

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2023-25	<p>Historical Records – Documents, Newspaper Clippings, Letters and Photographs Documents, newspaper clippings, letters or other unbound pieces of paper or photographic material of sufficient age or intrinsic value that are deemed to be of historical significance to the county.</p>	Permanent	<p>Paper and/or Microfilm</p> <p>Electronic for convenience</p>		<input checked="" type="checkbox"/>
2023-26	<p>Historical Records – Maps Maps of sufficient age or intrinsic value that are deemed to be of historical significance to the county</p>	Permanent	<p>Paper and/or Microfilm and/or Mylar</p> <p>Electronic for convenience</p>		<input checked="" type="checkbox"/>
2023-27	<p>Historical Records – WPA Records Historical records concerning the work of the Works Progress Administration's work in Delaware County</p>	Permanent	<p>Paper and/or Microfilm and/or Photographs</p> <p>Electronic for convenience</p>		<input checked="" type="checkbox"/>
2023-28	<p>Indices – Street, Road, Subdivision, Survey Street/Road: An index of streets, roads and county boundaries</p> <p>Subdivision: An index of the subdivisions within the county boundaries. Includes Inventory spreadsheets</p> <p>Survey: Index of surveys</p>	Permanent	<p>Paper and/or Microfilm</p> <p>Electronic for convenience</p>		<input checked="" type="checkbox"/>
2023-29	<p>Inventories (Annual of County Property) Departmental inventory of all materials, machinery, tools and other county supplies under the jurisdiction of each county office or department per ORC 305.18</p>	<p>3 years provided audited</p> <p>Auditor's office maintains original</p>	Paper and/or Electronic		<input type="checkbox"/>

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2023-30	ODOT Records concerning joint efforts of ODOT and the county for improvement projects when state roads intersect county roads. Also includes collaboration between multiple counties.	Permanent	Paper and/or Microfilm Electronic for convenience		<input checked="" type="checkbox"/>
2023-31	Parcel Card Parcel cards describing plots of land, ownership and acreage	Until superseded or updated	Paper and/or Electronic		<input type="checkbox"/>
2023-32	Permits – Approved Right of Way Permits (issued to open a road for construction; to perform work on county or township roads without opening pavement; to install utility poles or transmission lines or to install driveways) Access/Driveway Culvert Permit (issued to allow for the construction of a driveway/access point to a main road) Heavy Haul Oversize Permit (issued to allow for the transport of oversized loads on county roads ORC 4513.34) Piped Road Frontage Permit (Permits submitted for the approval of the design and of the construction of frontage storm drain pipes)	50 years	Paper and/or Microfilm Electronic for convenience		<input checked="" type="checkbox"/>

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2023-33	<p>Permits – Rejected Right of Way Permits (issued to open a road for construction; to perform work on county or township roads without opening pavement; to install utility poles or transmission lines or to install driveways)</p> <p>Access/Driveway Culvert Permit (issued to allow for the construction of a driveway/access point to a main road)</p> <p>Heavy Haul Oversize Permit (issued to allow for the transport of oversized loads on county roads ORC 4513.34)</p> <p>Piped Road Frontage Permit (Permits submitted for the approval of the design and of the construction of frontage storm drain pipes)</p>	20 years	<p>Paper and/or Microfilm</p> <p>Electronic for convenience</p>		<input type="checkbox"/>
2023-34	<p>Personnel Files Documentation of service throughout the duration of an individual's employment</p>	<p>Destroy extraneous records 6 years after employee terminates. Retain retirement waiver, service record and leave balance permanently</p>	Paper/Microfilm and Electronic		<input type="checkbox"/>
2023-35	<p>Plates-Drafts, unofficial versions, unsigned versions Plats deemed to be a draft or an unofficial version or duplicate</p>	<p>Until signed or deemed a draft/unofficial version. Until no longer of administrative value</p>	Paper		<input type="checkbox"/>

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2023-36	Plats – Signed Original versions of plats bearing a signature. Covers subdivisions, road dedications, right of way dedications, easements and vacations.	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-37	Project Drawings Drawings for a project	Permanent	Paper and/or Microfilm Electronic for convenience		<input checked="" type="checkbox"/>
2023-38	Report of Trespass on Public Lands Report by the engineer to the prosecuting attorney of trespasses on any canal land or any lands appropriated by congress for the support of schools or for the ministerial purposes of the state ORC315.37	5 years	Paper and/or Electronic		<input type="checkbox"/>
2023-39	Road Closure Permits (Approved)	2 years and until no longer of administrative value	Paper and/or Electronic		
2023-40	Road Closure Permits (Rejected)	2 years and until no longer of administrative value	Paper and/or Electronic		
2023-41	Road Inventory Documentation of the length of a road, which roads and starting and stopping points of said roads that lay outside of incorporated areas of the county. Road certification document included	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>

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2023-42	Road Records – Working File (Reference maps, blueprints and working documents) Materials used for reference purposes during a project but once the project is completed, have no enduring value.	Until completion of project and no administrative value	Paper and/or Electronic		<input type="checkbox"/>
2023-43	Road Records – Accident Reports Records of traffic accidents kept with road files/records	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
2023-44	Road Records – Contracts/Agreements Materials that document a contract for the purchase of services and the terms and conditions of said services ORC 2305.06	8 years after expiration of contract if signed on or after 9/28/2012. Keep contracts signed prior to 9/28/2012 for 15 years after expiration of contract	Paper and/or Electronic		<input type="checkbox"/>
2023-45	Road Records – Federal Aid Documents Documents detailing the receipt and use of federal aid money for construction or maintenance purposes.	3 years upon completion, provided audited	Paper and/or Electronic		<input type="checkbox"/>
2023-46	Road Records – Project Details Relevant and sufficient project plans, files such as calculations, drawings, diagrams, photographs, maps and any related material	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>

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2023-47	Road Records – Record of Cost A detailed and itemized statement of costs concerning the reconstruction, widening, resurfacing, repairing or improving of a road by force account includes the estimated cost of labor ORC 5543.19 when such actions exceed \$3000 per mile as per ORC 5555.72	2 years after audited upon completion of project	Paper and/or Electronic		<input type="checkbox"/>
2023-48	Road Records – Resurfacing and Stripping, Project Specifications, Roadway Name Change Cases, Right of Way and Roadway Vacation Cases Materials relating to the specifications of a resurfacing and stripping project on county roads. Records should sufficiently document the specifications of the project and the outcome of the said project. Sufficient documentation of the roadway's former name and the newly conferred name. Official records establishing and documenting the right of way see Plats. Sufficient documentation of the vacation of a roadway see Plats	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-49	Street Files Contains a record of the allotment of street addresses and right of way	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-50	Subdivision Files – Construction Plans Documentation of construction plans built and unbuilt	50 years	Paper and/or Microfilm Electronic until no longer of administrative value		<input type="checkbox"/>

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2023-51	Subdivision Files Engineering construction plans and record of plats. Preliminary plans or maps of proposed subdivisions or proposed improvements to subdivisions	15 years	Paper Electronic until no longer of administrative value		<input type="checkbox"/>
2023-52	Subdivision Files Final approved plans/plats. Line prints consisting of Final Engineering and construction plans, sedimentation and erosion control plans, driveway construction plans and roadway drainage improvement plans, record plat copies, subdivider's agreement (bonds) correspondences, design calculations and plan and plat review comments	15 years after final "As Built" plan is received and approved	Paper Electronic until no longer of administrative value		<input type="checkbox"/>
2023-53	Subdivision Files Final approved "As Built" plans/plats. After all proposed improvements have been made and are complete, the subdivider submits an updated final engineering and construction "As Built" plan to county engineer	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-54	Subdivision Files – Inactive Approved final plans/plats that remain unbuilt	25 years	Paper Electronic until no longer of administrative value		<input type="checkbox"/>
2023-55	Survey Drawing Copies Copies of survey drawings	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
2023-56	Survey Legal Description – Approved Legal descriptions of surveys	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>

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2023-57	Survey Legal Description – Rejected Legal descriptions of surveys. Submitted for review which have been deemed incorrect/inaccurate	Until returned for corrections and issues/errors corrected on deed	Paper and/or Electronic		<input type="checkbox"/>

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2023-58	Survey Mylars Mylars showing the results of a survey	Permanent	Mylar, Paper		<input checked="" type="checkbox"/>
2023-59	Survey Records Record of surveys in the county. Contains record of all surveys made by county surveyor, county engineer or his deputies. Shows type of survey, date, location, names of property owners, names of surveyor, metes and bounds of survey and plat ORC 315.25	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-60	Survey Records – Bench Mark Records Records documenting the location and description of monument marks set by local, state and/or federal entity to reference a specific location or evaluation to be used for horizontal and vertical surveying	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-61	Survey Records – Historical Survey records, bound and unbound of sufficient age or intrinsic value which are deemed to be of historical significance to the county	Permanent	Paper and/or Microfilm and/or Mylar and/or Linen Electronic until no longer of administrative value		<input checked="" type="checkbox"/>

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2023-62	Surveyor's Field Notes A condensed record of the survey and measurement data from which plats, road, ditch, bridge and culvert plans are compiled ORC 315.24	Permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-63	Tax Maps – Current Property maps for each deeded property in the county. Used by the county auditor for taxation purposes. Also used for house numbering. Created by the county engineer ORC 5713.09	Update maps continuously as necessary. Pages may be discarded provided information is accurately transcribed onto the new page prior to the disposal of the original page. Final copy permanent	Paper and/or Microfilm Electronic until no longer of administrative value		<input type="checkbox"/>
2023-64	Tax Maps – Historical Tax maps of sufficient or intrinsic value which are deemed to be of historical significance to the county	Permanent	Paper and/or Microfilm and/or Mylar and/or Linen Electronic until no longer of administrative value		<input checked="" type="checkbox"/>
2023-65	Temporary Easement Forms: Forms documenting the easement of property temporarily	10 years after expiration of easement	Paper and/or Electronic		<input type="checkbox"/>
2023-66	Payroll Records: Departmental copy. Copies include but limited to timecards, timesheets and overtime documents. Any records indicating hours worked by employees ORC 4111.14	3 years	Paper and/or Electronic		<input type="checkbox"/>

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2023-67	Traffic Studies Record of traffic volume by location	10 years	Paper and/or Electronic		<input type="checkbox"/>
2023-68	Vehicle Maintenance Records Records related to the use, maintenance, repair and routine maintenance of a county owned vehicles. (Department copy, original held by Engineer's Garage or County Service Center)	3 years provided audited	Paper and/or 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	
2023-69	Vehicle Mileage Records Log of mileage and expenses incurred in county owned vehicles	Until vehicle sold or removed from inventory	Paper and/or Electronic		<input type="checkbox"/>
2023-70	Work Orders - General Requests asking for maintenance assistance and/or services	Until work is acceptable and completed	Paper and/or Electronic		<input type="checkbox"/>
2023-71	Work Schedules Schedules noting working hours for employees	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
2023-72	Manual of Uniform Traffic Control Devices-Ohio and Federal Federally and State issued manuals detailing the designs, specifications, standards and regulations concerning traffic control devices	Until updated, superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
2023-73	Sign Templates Design templates from the Federal Highway Administration used to fabricate road signs	Until updated or superseded	Paper and/or Electronic		<input type="checkbox"/>
2023-74	Work Forms - Sign Documents recording the request for repair, complaints and the repair and/or installation of signs.	3 years after the project is completed	Paper and/or Electronic		<input type="checkbox"/>

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2023-75	Annual Fire Extinguisher Inspection for Buildings and Vehicles Check condition and charge level.	3 years from date of inspection or life of fire extinguisher whichever is longer	Paper and/or Electronic		<input type="checkbox"/>
2023-76	Annual Lift Inspections Records related to the inspection of automotive lifts.	Life of lift plus 1 year	Paper and/or Electronic		<input type="checkbox"/>
2023-77	Automotive Services Training Files Records related to employee automotive service training.	Transfer to personnel file	Paper and/or Electronic		<input type="checkbox"/>
2023-78	Snow and Ice Reports A report on the cost of snow and/or ice events that includes the cost of materials, labor and equipment utilized.	5 years	Paper and/or Electronic		<input type="checkbox"/>
2023-79	Tools and Equipment Files Records related to the maintenance and use of tools and equipment	Until tool and/or equipment removed from inventory	Paper and/or Electronic		<input type="checkbox"/>
2023-80	Vehicle Manuals Records related to the maintenance, use and repair of agency vehicles	Life of vehicle	Paper and/or Electronic		<input type="checkbox"/>
2023-81	Vehicle and/or Equipment Master List List of unit numbers assigned to all vehicles and equipment	Until updated or superseded	Paper and/or Electronic		<input type="checkbox"/>
2023-82	Work Orders – Road Maintenance Clean ditches, replace or install new driveway pipes, culvert pipes and bridges	3 years after the completion of project	Paper and/or Electronic		<input type="checkbox"/>
2023-83	Work Order – Vehicle Maintenance Requests asking for maintenance, assistance and/or service.	3 years after the completion of project	Paper and/or Electronic		<input type="checkbox"/>
					<input type="checkbox"/>