



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

OHIO HISTORY CONNECTION
 APRIL 24 2024
 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 Land Reutilization Corporation

(Local Government Entity)

(Unit)

Jeffrey Benton

Jeffrey Benton

Chairperson

4/18/24

(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

740-833-2410 or 740-833-2140

2079 US Highway 23 North

Delaware

43015

(Telephone Number)
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

4/24/24

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.*

(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
DCLB-01	Annual Budgets: report at the end of the year on the status of appropriation	3 years	Electronic		<input type="checkbox"/>
DCLB-02	Audited Financial Statements	Permanent	Electronic/ paper		<input checked="" type="checkbox"/>
DCLB-03	Meeting Minutes: recorded documentation of meetings	Permanent	Electronic/ paper		<input checked="" type="checkbox"/>
DCLB-04	Contracts: legal agreements for services and good provided	8 years after expiration of contract	Electronic/ paper		<input type="checkbox"/>
DCLB-05	Copies of Records: additional copies of records which are no longer required or serve any useful purpose	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
DCLB-06	Corporate Records: including but not limited to: Articles of Incorporation, legislation creating corporation, Board member appointments	Permanent	Electronic/ paper		<input checked="" type="checkbox"/>
DCLB-07	Correspondence: Executive – correspondence of the Corporation concerning significant aspects of the administration of the Corporation	5 years	Electronic		<input type="checkbox"/>
DCLB-08	Correspondence – Routine – requests for routine information or communications including but not limited to: memorandums, facsimiles and letters not related to complaints, requests for records / documentation, investigations, and/or litigation	5 years	Electronic		<input type="checkbox"/>
DCLB-09	Financial Records: Records pertaining to financial transactions, including but not limited to: accounts receivables, accounts payables, bank statements, purchase orders, requisitions,	7 years, provided audited. (Audited means: the	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
	invoices, cash and account books, receipts, cancelled checks, vouchers, appropriation adjustments and transfers	years encompassed by the records have been audited by the Auditor of State and the audit report released pursuant to Sec. 117.26 O.R.C.			
DCLB-10	Grants: all records concerning grants to the Corporation that document the receipts and expenditure and use of said monies.	7 years, provided audited. (Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report released pursuant to Sec. 117.26 O.R.C.	Electronic		<input type="checkbox"/>
DCLB-11	Insurance Policy Records: Documents stating the terms and conditions of insurance policies between the Corporation and its carriers. Records may include correspondence, policies covering liability, property and performance bonds.	8 years after the expiration of the contract	Electronic/ paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
DCLB-12	Legal Opinions: Formal and informal opinions issued to the Corporation	5 years	Electronic		<input type="checkbox"/>
DCLB-13	Mail – unsolicited: unsolicited records, which have no administrative, fiscal, legal or historical value	Until no longer of administrative value	Electronic		<input type="checkbox"/>
DCLB-14	Meeting notices: notices stating the date, time and location of meetings	3 years	Electronic		<input type="checkbox"/>
DCLB-15	Preliminary drafts of letters, memos, charts, reports: unofficial records of documents maintained for personal reference. Documents prior to distribution that are used to develop thoughts and opinions.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
DCLB-16	Project files: records containing information regarding various and miscellaneous projects	5 years	Electronic		<input type="checkbox"/>
DCLB-17	Real Property Records: Records may include but are not limited to: appraisals, encumbrances, fund transfers, plans, resolutions, deeds, purchase agreements, tax records and other documents related to the acquisition / sale of real property.	5 years from the date of the transaction or event	Electronic		<input type="checkbox"/>
DCLB-18	Reports: Documents evidencing status of on-going projects and issues and advising supervisors of various events and issues.	5 years	Electronic		<input type="checkbox"/>
DCLB-19	Resolutions and Motions: Motions and resolutions officially documenting and memorializing actions of the Corporation	Permanent	Electronic / paper		<input checked="" type="checkbox"/>