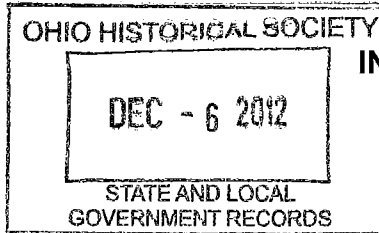




Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

1/9/2013

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Delaware County

Records Center

(local government entity)

(unit)

Dawn E. Huston      Dawn E. Huston      Director of Administrative Services  
 (signature of responsible official)      (name)      (title)      (date) 11/27/12

### Section B: Records Commission

Delaware County

(740) 833-2140

Records Commission

(telephone number)

2079 US Rte 23 N, 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:

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.

Tommy Thompson      12/5/2012  
 Records Commission Chair Signature      Date

### Section C: Ohio Historical Society - State Archives

Fred Rieck      State Archivist      12/12/12  
 Signature      Title      Date

### Section D: Auditor of State

Martin E. Mub      12-26-12  
 Signature      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



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

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 Columbus, Ohio 43211-2497

**For State Archives - LGRP Use Only**

Date Reviewed: \_\_\_\_\_

Form Scanned: \_\_\_\_\_

**Delaware County**

**Records Center**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-01	Camera Logs-Log of roll number, film type (35mm or 16mm), what is contained on the roll, date processed, density reading, camera head number and camera used.	Permanent	Paper Once sent to microfilm hard copy can be destroyed		<input type="checkbox"/>
12-02	Conventional Process Control Sheet-A graph used to record the densities of Kodak Control Film, temperatures of chemicals and water and the date and time of processing. This procedure helps ensure the Records Center remains a Kodak Certified Processing Lab.	Permanent	Paper Once sent to microfilm hard copy can be destroyed		<input type="checkbox"/>
12-03	Data Request Forms (Departmental)	Until incorporate into a monthly report	Paper		<input type="checkbox"/>
12-04	Departmental Logs for information sent to Archive Writer Command Center (AWCC) and Digital Archive Writer.	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
12-05	Equipment Manuals	Life of equipment	Paper		<input type="checkbox"/>
12-06	Infoguard Tests-A monthly test to ensure archival quality of film processed. The test is sent to Kodak and returned to the Records Center upon Kodak review. This procedure ensures that the Records Center is a Kodak certified processing lab.	Permanent	Electronic copy is printed. Paper copy can be destroyed once sent to microfilm		<input type="checkbox"/>
12-07	Log of microfilm duplicates made for Title Companies	Until no longer of Administrative Value	Paper		<input type="checkbox"/>



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12-08	Processor Logs-Log of the date of processing, time of processing, machine used, number of roll being processed, density of film, setting of equipment and operator.	Permanent	Paper/ Electronic/ Microfilm Once sent to microfilm hard copy can be destroyed	<input type="checkbox"/>
12-09	Quality Control Monitoring Tests/Residual Thiosulfate Analysis – Tests done on a monthly basis and sent to Kodak for film quality assurance. This procedure ensures that the Records Center maintaining procedures to continue as a Kodak Certified Processing Lab	1 copy permanent (Tests are returned to the Records Center)	Paper/ Electronic/ Microfilm Once sent to microfilm hard copy can be destroyed	<input type="checkbox"/>
12-10	RC-1 Records Certificate Certificate that lists material that can be destroyed. The material is no longer generated and has no value. The material is not listed on a RC2 form and is a one- time disposal	Original signed copy is retained by the Ohio Historical Society with the exception of the Courts. Rule 26 governs the Courts. Records Center retains Courts original permanently Records Center retains copy of all other offices permanently. Office copy retained until audited by the Auditor of State	Paper/ Electronic/ Microfilm	<input type="checkbox"/>



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12-11	<p>RC-2 Records Certificate          Certificate that lists the material that an office generates, a description of the material, purpose of the material, the retention of the material and the media on which it is retained</p>	<p>Original signed copy retained at the Ohio Historical Society until superseded. Approved copy retained at the Records Center until superseded. Office copy retained until superseded</p>	Paper/ Electronic		<input type="checkbox"/>
12-12	<p>RC-3 Records Certificate          Certificate that lists material that can be destroyed due to the retention period expiring. The form states the record title, date range of the material, RC-2 form schedule number, if the material is retained on other media and the date of destruction. The form may include the volume of material being destroyed.</p>	<p>Original signed copy is retained by the Ohio Historical Society with the exception of the Courts. Rule 26 governs the Courts. Records Center retains Courts original permanently. Records Center retains copy of all other offices permanently. Office copy retained until audited by the Auditor of State</p>	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
12-13	<p>Records Center Monthly Statistics Report          Spreadsheet listing the production numbers of the Records Center staff by month and year. The monthly forms can be destroyed once the statistics are included in the yearend report</p>	<p>Monthly forms can be destroyed once statistics included in year-end report. Yearend report retained permanently</p>	Paper/ Electronic/ Microfilm		<input type="checkbox"/>



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12-14	Records Commission Minutes Motion summary of the Records Commission meetings. Includes attendees, date and location of meeting, vote on agenda items and signature of Commission members. Summary provides a history of the decisions made by the Records Commission	Signed original retained permanently	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
12-15	Reliable Image Tips Information provided by Kodak to aid in processing procedures, microfilm preservation and Kodak contact information	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-16	Service Call Forms Forms completed by the Service Technician stating the equipment serviced, problem, solution or fix, date, length of call, cost and follow up data	Until no longer of administrative value	Paper		<input type="checkbox"/>