



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION


May 07 2020

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

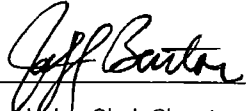
<u>Delaware County</u> (Local government entity)	<u>Regional Planning</u> (Unit)		
	<u>Scott Sanders</u>	<u>Director</u>	<u>3/18/20</u>
(Signature of responsible official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

<u>Delaware County Records Commission</u> Records Commission	<u>(740) 833-2140</u> (Telephone number)		
<u>2079 US Rte. 23 North</u> (Address)	<u>Delaware</u> (City)	<u>43015</u> (Zip code)	<u>Delaware</u> (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.

	<u>4/22/2020</u>
Records Commission Chair Signature	Date

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

<u>Amanda Rindler</u> <small>Digitally signed by Amanda Rindler DN: cn=Amanda Rindler, o=State Archives, email=arindler@ohiohistory.org, c=US Date: 2020.05.12 14:07:25 -04'00'</small>	<u>Local Government Records Archivist</u>	<u>5/12/2020</u>
Signature	Title	Date

**Section D: Auditor of State**

<u>Martin E. Meeks</u> <small>Digitally signed by Martin E. Meeks Date: 2020.05.18 09:54:49 -04'00'</small>	
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.

RECEIVED

MAR 20 2020  
 DELAWARE COUNTY  
 RECORDS CENTER

**Section E: RECORDS RETENTION SCHEDULE (RC-2)****Delaware County****Regional Planning**

(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
20-01	<b>Final Maps and Final Plans:</b> Drawings and pictorial diagrams noting locations and/or boundary lines of projects	Permanent	Paper or Microfilm		<input checked="" type="checkbox"/>
20-02	<b>Project Planning Files:</b> Description of project, correspondences, special reports, studies and any other related documentation/material	5 years after completion of the final report	Paper and/ or Electronic		<input type="checkbox"/>
20-03	<b>Project Reports (Final):</b> Contains abstract and summary of technical reports pertaining to project and any related documentation/material.	Permanent	Paper or Microfilm		<input checked="" type="checkbox"/>
20-04	<b>Comprehensive Plans:</b> contains abstract and summary of technical reports.	Permanent	Paper or Microfilm		<input checked="" type="checkbox"/>
20-05	<b>Minutes:</b> Minutes of meetings of planning commission including resolutions authorizing studies and reports concerning the physical, environmental, social, economic and governmental characteristics, functions and services of the region.	Permanent	Paper or Microfilm		<input checked="" type="checkbox"/>
20-06	<b>Planning Record:</b> Contains working papers used by staff assigned to a specific project including research notes, related correspondence, preliminary draft and final project report.	5 years after completion of the final report	Paper and/ or Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2)**

<p>20-07</p>	<p><b>Technical Reports:</b> Consists of published final reports on studies undertaken by the commission on each subject as land use, housing market, mobile homes, analysis of governmental services, open space, tax residential development, parking and traffic, water supply, population and transportation. (Demographics and development trends)</p>	<p>Permanent</p>	<p>Paper or Microfilm</p>	<p><input checked="" type="checkbox"/></p>
<p>20-08</p>	<p><b>Subdivision Files:</b> Includes staff reports, review agency reports and approved plans.</p>	<p>Permanent</p>	<p>Paper or Microfilm</p>	<p><input checked="" type="checkbox"/></p>
<p>20-09</p>	<p><b>No Plat and Adjacent Property Applications:</b> Includes approved development plans, deeds, legal descriptions and survey.</p>	<p>Permanent</p>	<p>Paper or Microfilm</p>	<p><input checked="" type="checkbox"/></p>
<p>20-10</p>	<p><b>Financial Records:</b> Including PO's, vouchers, invoices, budgets</p>	<p>5 years after completion of the State Audit</p>	<p>Paper and/ or Electronic</p>	<p><input type="checkbox"/></p>

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

**Paper and/ or Electronic**

The Delaware County Regional Planning Commission Executive Committee adopted the Delaware County General Retention and Disposition Schedule at its September 12, 1996 meeting.

The adoption of the RC2 includes all revisions from September 1996 to the present.