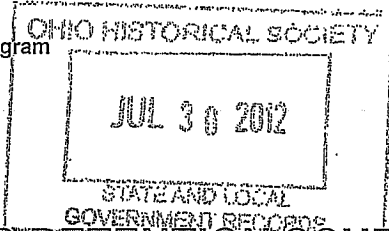




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

SCANNED

8-17-12

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

Safety

(local government entity)

(unit)

Dawn Huston

Director of Administrative Services 6/27/12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Delaware County

(740) 833-2140

[Signature]
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.

Please see above for Records Commission Chair signature

7/25/2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]

State Archivist

8/11/2012

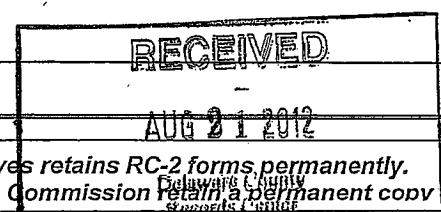
Signature

Title

Date

Section D: Auditor of State

[Signature]



8-14-12

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

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

Delaware County

Safety

(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	Occupational Safety & Health Administration OSHA Form 200: Log that tracks injuries & illnesses for Delaware County	Paper: 5 yrs following the yr to which the form relates Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-02	Occupational Safety & Health Administration OSHA Form 101: Supplemental information log for injuries includes incident reports	Paper: 5 yrs following the yr to which the form relates Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-03	Incident Reports: County report used to notify safety & insurance personnel of an incident during work hours	Paper: 5 yrs following the yr to which the form relates Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-04	Training Material: Material used to conduct employee training	Until superseded	Paper/ Electronic		<input type="checkbox"/>
12-05	Drivers Abstracts: Required for all employees who drive on County business. Abstract shows each driver/employee's driving history	Paper: 1 yr Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-06	Weekly/Monthly Activity Reports: Safety/BWC reports completed for the Director of Administrative Services	Paper & electronic until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-07	Insurance Declarations: Submitted by employees who drive their vehicles on County business. Declarations show that each County employee has the appropriate level of coverage to meet county policy requirements.	Until superseded or coverage changes or information is incorporated into a report/database	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>