



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

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

Sanitary Engineer

(Local Government Entity)

(Unit)

Tiffany Hoag
 (Signature of Responsible Official)

Tiffany Hoag
 (Name)

Director
 (Title)

7/12/21
 (Date)

Section B: Records Commission

Delaware County Records Commission

(740) 833-2140

(Telephone Number)

2079 US 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.

Jeff Benton

10/13/21

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

10-25-2021

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

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 JUL 29 2021
 DELAWARE COUNTY
 RECORDS CENTER

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Delaware County
Sanitary Engineer

(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
	<u>Administrative</u>				
21-001	Asset Forms (Departmental Copy)- Form detailing purchase of County assets, including make, model, serial numbers, and purchase price (Auditor's office maintains original copy)	Paper: until asset item has been sold, transferred or otherwise removed from Department Inventory	Paper		<input type="checkbox"/>
21-002	Fee Removal Request Forms- Form submitted for approval of a request to remove sewer fees from a user account. Includes customer name, account number, amount of fee, reason for request, employee, and supervisor signatures of approval	Paper: 2 years, provided audited by Auditor of State	Paper	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.	<input type="checkbox"/>
21-003	Information Request Forms- Form documenting a customer's request for sewer availability or proximity to sewer. Includes customer contact information, description of information requested, and engineer response	Paper: once scanned, paper destroyed Electronic: 8 years Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>
21-004	Inspection Schedules- Daily schedules of Tap Inspections listing subdivision, lot number, excavator, and time of inspection	Paper: 1 year	Paper		<input type="checkbox"/>
21-005	Letter of Sewer Acceptance- Letter officially accepting sewer lines into Delaware County Regional Sewer District service	Paper: Life of the infrastructure	Paper		<input type="checkbox"/>
21-006	Metering Wheels- Data from flow meters that is used to bill neighboring municipalities based on contracts	Paper: 10 years or until termination of contract	Paper		<input type="checkbox"/>
21-007	National Change of Address Reports- Reports received detailing customers who have filed a National Change of Address with the United States Postal Service (USPS). Data used to update customer mailing addresses for sewer bills	Paper: 2 years	Paper		<input type="checkbox"/>

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21-008	Pay-ins – Contract related – including supporting billing data- Payments received for sewer usage via contracts with outside municipalities. Includes supporting detailed data such as meter readings, calculations, and invoices sent to the outside municipality	Paper: 10 years or until termination of contract Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-009	Pay-ins – User fees – including supporting payment detail- Pay-ins and detailed supporting data for receipt of user fees. Includes pay-in form, detailed documentation of each payment made, amount of payment, customer account applied to, service address, and method of payment. Detailed print-outs of batch payments received electronically thru online bill pay and credit cards	Paper: 3 years, provided audited by Auditor of State	Paper		<input type="checkbox"/>
21-010	Payment coupons- Payment coupons submitted by customer when paying user fee via paper check. Includes customer account number, service address, billing period, and amount paid	Paper: 3 years, provided audited by Auditor of State	Paper		<input type="checkbox"/>
21-011	Receipt books (Capacity and Inspection fees) - Receipt books documenting payment of sewer capacity and inspection fees. Payments are verified before a customer can connect into the sanitary sewer system	Paper: 10 years or until no longer of administrative value	Paper		<input type="checkbox"/>
21-012	Receipt books (User fee batches) – Receipt books used to create batches for posting of user fee payments	Paper: 3 years, provided audited by Auditor of State	Paper		<input type="checkbox"/>
21-013	Tap Credit data- Credits granted to an individual or business in lieu of payment of a sewer tap in fee. Includes resolutions and agreements regarding the credit, letters and correspondence regarding a credit, balances of credits granted and credits used	Paper: until audited and tap credit balance has been exhausted. Once balance exhausted, scan to microfilm Electronic: until no longer of administrative value Microfilm: permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>

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21-014	Tap permits- Permit form including detailed drawing of sewer lateral location for a particular parcel	Paper: Life of the infrastructure Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-015	Tax Certification Data (capacity fees) – Details of certification by Sewer District to County Auditor for payment of capacity fees over a 1-10 year period, as designated by property owner. Auditor's office maintains official copy. Includes approved resolution, application for proration of capacity fee form, property owner and parcel information	Paper: 10 years or until certification is paid in full Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-016	Tax Certification Data (delinquent user fees) – Details of certification by Sewer District to County Auditor for delinquent user fees. Auditor's office maintains official copy. Includes approved resolution, service address, customer account number, amount and date of certification	Paper: 10 years Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-017	Transfer Station Annual Reports- Transfer Station Facility Annual Operational Report and Scrap Tire Facility Annual Reports submitted to Ohio Environmental Protection Agency (OEPA)	Paper: 10 years	Paper		<input type="checkbox"/>
21-018	Transfer Station Tri-ennial Maintenance Disclosures- Tri-ennial Transfer Station Maintenance Disclosure submitted to Attorney General's office	Paper: 10 years	Paper		<input type="checkbox"/>
	<u>Engineering</u>				
21-019	As-Built Plans- Mylar Record Drawings	Life of the infrastructure	Mylar		<input checked="" type="checkbox"/>

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21-020	Bond for Construction/Maintenance – Financial Surety for a Sewer Construction Project	Paper: 5 years after project completion and bond returned to builder Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>
21-021	Capacity Letter- Letter serving as temporary reservation of sewer capacity	Paper: 2 years after expiration Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-022	Commercial project files- Supporting information for establishing the capacity fee and user fee for businesses	Paper: until updated, superseded or obsolete Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-023	Commercial Tap Letter- Letter issued to a business establishing the capacity fee and user fee	Paper: until updated, superseded or obsolete Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-024	Construction Plans- Plans as marked up by the inspector	Paper: 5 years after project completion Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>

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21-025	Contractors Final Payment Affidavit- Contractors final payment affidavit	Paper: 5 years after project completion Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>
21-026	Cost Estimate- Estimate of construction costs provided by the Engineer prior to construction	Paper: 5 years after project completion Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-027	Daily Inspection Reports- Reports documenting the installation of infrastructure	Paper: 5 years after project completion Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>
21-028	Easements- Original signed deeds and surveys	Paper: permanent Electronic: until no longer of administrative value	Paper/ Electronic		<input checked="" type="checkbox"/>
21-029	Electrical Layout- Shop drawings showing electrical layout	Paper: Life of the infrastructure Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-030	Environmental Protection Agency (EPA) Approved Plans- Plans that were submitted to the Ohio Environmental Protection Agency (OEPA) for permit approval	Paper: 5 years after project completion Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>
21-031	Geotechnical Report- Reports containing soil borings logs	Paper: Indefinite Microfilm: Permanent Electronic: until no longer of administrative value	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
21-032	Grading Plan- Plans showing storm drainage and appurtenances	Paper: Life of the infrastructure if part of the Record Drawings or 5 years after project is completed for development projects Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-033	Itemized Statement of Costs- Contractor report detailing amount spent on a project	Paper: 5 years after project completion Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>

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21-034	Jurisdictional Waters Report- Report detailing an area of a site not to be disturbed	Paper: 5 years after project completion Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-035	Letter of Credit- Financial Surety for a Sewer Construction Project	Paper: 5 years after project completion Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-036	Letter of Support to Ohio Environmental Protection Agency (OEPA)- Letter issued to the Environmental Protection Agency (EPA) to show support for a sewer project	Paper: 5 years after project completion Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-037	Lot Split- Survey of property to be subdivided which are not part of a subdivision	Paper: until recorded Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-038	Maps- Maps showing the locations of sanitary sewer, the Sewer District service areas, proposed sewers, and related development information	Paper: until updated, superseded or obsolete Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-039	Mark-up or Check Prints- Unapproved plans that are commented on during the review process	Paper: until updated, superseded or obsolete Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-040	Notice of Intent- Stormwater permit application to Ohio Environmental Protection Agency (OEPA)	Paper: until project is complete Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-041	Plat- Subdivision plat	Paper: until recorded Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-042	Permit to Install – Approved- Approval letter from Ohio Environmental Protection Agency (OEPA)	Paper: 5 years Electronic: 12 years and until no longer of administrative value Electronic copy stored on Sanitary Engineer server	Paper/ Electronic		<input type="checkbox"/>
21-043	Permit to Install Application- Permit application to Ohio Environmental Protection Agency (OEPA)	Paper: until project is complete Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-044	Pump Info- Manufacturer's pump curves	Paper- Life of the infrastructure Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-045	Pump Performance Data- Runtime hour logs and drawdown test results	Paper: 5 years Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-046	Regulation Books- Policies, Specifications, and Standard Drawings	Paper: permanent Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-047	Sanitary Sewer Calculations- Design calculations for sewer	Paper: until As-built Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-048	Statement of Qualification Submittals- Statement of qualification submitted by consultants	Paper: 2 years Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-049	Subdivider's Agreement- Agreement between developer and County	Paper: Life of the infrastructure Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-050	Storm Water Pollution Prevention Plan- Separate erosion control plans	Paper: 5 years after project completion Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
	<u>Wastewater Treatment Plant</u>				
21-051	Aerial lift- scissor lift Pre-Use Inspection forms- Occupational Safety and Health Administration (OSHA) required pre-use inspection forms documenting conditions of equipment before use- OSHA 1910.67 (c) (2) (xii)	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-052	Closed Circuit Television (CCTV) footage- Video/Pictures of sanitary sewer system collected for Operations & Maintenance. Data may include, but not limited to, VHS, CD, and electronic files	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-053	Commercial Vehicle Annual Inspection Report- Bureau of Motor Vehicles required annual inspection on commercial vehicle	Paper: 14 months Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-054	Commercial Vehicle Maintenance Logs- Bureau of Motor Vehicles required records on mechanical repairs on commercial vehicle	Paper: 1 year Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-055	Commercial Vehicle Pre-trip Inspection Logs- Bureau of Motor Vehicles required inspection before use	Paper: 3 months Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-056	Confined Space Program canceled permits- Canceled Permit Required Confined Space - Non Permit Required Confined Space permits for review per OSHA 1910.146 (e) (6), canceled permits are to be reviewed and make revisions in accordance with policy as needed	Paper: 1 year Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-057	Contractor/Vendor Estimates- Contractor estimates for Regional Sewer District service projects including repairs, new installations, and general service	Paper: 1 year Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-058	Crane & Hoist Inspection Documentation- Occupational Safety and Health Administration (OSHA) required inspection reports. OSHA 1910.179 (j) (1) (ii) (a) required frequent inspections, OSHA 1910.179 (j) (1) (ii) (b) required periodic inspections. These inspections are to ensure equipment is in proper working condition	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-059	Emergency Call Out Logs- Documentation of emergency call out events for the Regional Sewer District	Paper: 5 years Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-060	Emergency Eyewash & Shower Inspection logs- American Nation Standards Institute (ANSI) required weekly inspection logs to ensure proper working condition- ANSI Z358.1 (section 7.5.2)	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-061	Employee Training- Safety, Operational training	Paper: keep 3 years after employee severance Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-062	Exit-Egress Lighting inspection logs- Occupied Building Testing Requirements for Emergency Lighting, OSHA 1910.37 (a) (4) NFPA 101 7.9.3. Logs are required monthly by fire code to inspect exit-egress lights in buildings for safety and to ensure proper working order at all times	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-063	Facility/Safety Audits- Audits of the Regional Sewer District facilities including, but not limited to, identifying safety hazards and operational concerns	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-064	Fire Extinguisher Logs- Monthly inspection records per OSHA 1910.157 (e) (2) includes logs for location and inspections	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-065	Fork lift Pre-Use inspection forms- Occupational Safety and Health Administration (OSHA) required pre-use inspection forms documenting conditions of equipment before use OSHA 1910.178 (q) (7), information includes general safety and Operations & Maintenance conditions of unit	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-066	Gas Meter Calibration logs- Calibration logs from portable and stationary gas meters, demonstrating the unit is compliant and ready for use	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-067	Govdeal Auction documents- Documents to include, but not limited to, resolutions, pictures, bid sheets, and payment records	Paper: 5 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-068	Ohio Environmental Protection Agency (OEPA) Permit Operational records- As required by the National Pollution Discharge Elimination System (NPDES) permit, the permittee shall retain all of the following records for wastewater treatment works including, but not limited to, all sampling and analytical records (including internal sampling data not reported), all original recordings for any continuous monitoring instrumentation, all instrumentation, calibrations and maintenance records, all plant operations and maintenance records, and all reports required by this permit	Paper: 3 years Electronic: until no longer of administrative value These periods will be extended during the course of any unresolved litigation, or when requested by the Regional Administrator or the Ohio EPA The records retention shall start from the date of sample, measurement, report, or application	Paper/ Electronic		<input type="checkbox"/>
21-069	Ohio Environmental Protection Agency (OEPA) Pretreatment reports- As required by the National Pollution Discharge Elimination System (NPDES) permit, all records of pretreatment activities including, but not limited to, industrial inventory data, monitoring results, enforcement actions, and reports submitted by industrial users must be maintained	Paper: 3 years Electronic: until no longer of administrative value Records must be made available to Ohio EPA and U.S EPA upon requests	Paper/ Electronic		<input type="checkbox"/>

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21-070	<p>Ohio Environmental Protection Agency (OEPA) Certified Operator records- As required by Ohio Administrative Code (OAC) 3745-09, an OEPA certified operator shall be required to maintain records of treatment facility. Records including, but not limited to, at a minimum, the following information shall be recorded: Identification of facility, dates and times of arrival and departures for operator of record, specific operations and maintenance activities, results of tests performed and samples taken, performance of preventative maintenance and repairs, or request of equipment, and identification of persons making entries</p>	<p>Paper: 3 years</p> <p>Electronic: until no longer of administrative value</p> <p>Records shall be accessible onsite for 24 hour inspection by agency or emergency personnel</p> <p>The records shall be kept to date, contained a minimum of the previous 3 months of data at all times, and maintained for at least 3 years</p>	Paper/ Electronic		<input type="checkbox"/>
21-071	<p>Ohio Environmental Protection Agency (OEPA) Sludge records- As required by the National Pollution Discharge Elimination System (NPDES) permit, sludge records including, but not limited to, sewage sludge disposal, use, storage, or treatment shall be maintained</p>	<p>Paper: 5 years</p> <p>Electronic: until no longer of administrative value</p> <p>These periods will be extended during the course of any unresolved litigation, or when requested by the Regional Administrator or the Ohio EPA</p> <p>The records retention shall start from the date of sample, measurement, report, or application</p>	Paper/ Electronic		<input type="checkbox"/>

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21-072	Respirator Documents- Required employee medical evaluations and fit testing information that shall be maintained per OSHA 1910.134	Paper or Electronic: Medical Evaluations for duration of employment plus 30 years Paper or Electronic: Fit test records shall be retained until next fit test is administered	Paper/ Electronic		<input type="checkbox"/>
21-073	Standard Operating Procedures (SOP)- Operating procedures and instructions that are frequently and periodically changed to help employees carry out job duties safely	Paper or Electronic: until updated, superseded or obsolete	Paper/ Electronic		<input type="checkbox"/>
21-074	Underground Storage Tank records- Underground Storage Tank (UST) records shall be provided to an inspector during an on-site visit that prove your facility meets certain requirements. Records are to include, but not limited to, leak detection performance and maintenance records	Paper: 10 years or until updated Electronic: until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or a greater than 10 year retention period be maintained in either paper or microfilm formats in addition to the digital formats.

All audits and audit discrepancies regarding the record titles listed, must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this RC2 or the Delaware County General Schedule.