



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

1982 Velma Avenue  
Columbus, Ohio 43205

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## 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

Veterans Service Office/Commission

(local government entity)

*Don W. DeShazo*

(unit)

Don W. DeShazo

Executive Director/CSVSO

11/1/2010

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Delaware County Records Commission

(740) 833-2140

(telephone number)

50 Channing Street  
(address)

Delaware  
(city)

43015  
(zip code)

Delaware  
(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*  
Records Commission Chair Signature

Date

11/18/2010

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

*[Signature]*  
Signature

CGRP  
Title

1/14/11  
Date

### Section D: Auditor of State

*Martin E. Mick*  
Signature

RECEIVED

FEB 24 2011

Delaware County  
Records Center

2-8-11

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.**



## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

Delaware County

Veterans Service Office and Veterans Service Commission

(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
10-01	DD214 Veterans Separation Document (inactive clients)	50 yrs - National Personnel Records Center in St. Louis maintains the document as permanent	Paper	
10-02	Financial Assistance Forms	3 yrs after action in paper form 5 yrs after action in electronic form	Paper/Electronic	
10-03	Financial Assistance History	Permanent	Paper/Electronic/Microfilm	
10-04	Dept of Veterans Affairs Claims and associated forms	5 yrs then paperwork retained by vet – if vet not available destroy (original file maintained by Dept of Veteran Affairs )	Paper	
10-05	Grave Marker/Flag Holder Database	Permanent	Paper/Electronic/Microfilm	
10-06	Dept of Veterans Affairs Correspondence/brochures	1 yr or until expired	Paper	
10-07	Veterans/Other Organization Correspondence/brochures	1 yr or until expired	Paper	



10-08	Dept of Veterans Affairs Burial Benefits Application	3 yrs	Paper	
10-09	Indigent Veteran Burial Forms	1 yr	Paper	
10-10	Veterans Service Commission Book-Minutes of Veteran Services Commission	Permanent	Paper/Electronic/Microfilm	
10-11	Office Standard Operating Procedures manual (as revised with changes in ORC 5901)	Permanent	Paper/Electronic/Microfilm	
10-12	Office Client/Visitor Sign-In Sheet	3 yrs	Paper	
10-13	Veteran Services Office Daily/Monthly Activity Report. Static's incorporated into annual report	1 yr	Paper	
10-14	Annual Report of Daily/Monthly Activity static's. One copy to each Veterans Service Commissioner and one copy to Ohio Dept of Veteran Services	5 yrs for Office Copy	Paper/Electronic	