



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
<i>(If YES, attach copy of transfer form)</i>	

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	Prosecutor – Victim Services		
(local government entity)		(unit)	
	David Yost	Prosecuting Attorney	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Delaware County Records Commission	(740) 833-2140		
	(telephone number)		
50 Channing Street	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.

	11/18/2010
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	LGRP	1/4/11
Signature	Title	Date

Section D: Auditor of State

	<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED JAN 25 2011 Delaware County Records Center </div>	1-14-11
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.



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Delaware County

Prosecutor's office - Victim Services

(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
<u>Additions</u>				
10-13	Grant/Funding Information	7 yrs	Paper	<p><i>*Spoke with Chris Shaw on 12/29/10 about this record series. See attached email.</i></p>
10-14	Victim/Witness Files	Retain in office for 5 yrs then Center will scan any impact statements or items of evidentiary or administrative value and send to microfilm. Once sent to microfilm hard copy can be destroyed with proper authority. <i>microfilm to be retained permanently*</i>	Paper/Electronic/Microfilm	
10-15	Coalition and Response Team Meeting Minutes - From Sexual Assault Response Team, Domestic Violence Response Team, Ohio Victim Witness Association, MADD Projects and Safe Kids Safe Communities	Retain one copy permanently	Paper/Electronic/Microfilm	
10-16	Protection Orders, Screening Sheets and Police Reports	Until no longer of Administrative value. Information is maintained to	Paper	



		<p>answer Law Enforcement questions immediately. Information is maintained as a record in the Clerk of Courts case files</p>		
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