



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OCT 20 2021

STATE AND LOCAL
GOVERNMENT RECORDS

SUPERCEDES ALL PREVIOUS RETENTION SCHEDULES RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Delaware General Health District

Community Health; Environmental Health; Fiscal; General; Information Technology;
Personal Health; Vital Statistics; WIC

(local government entity)

(unit)

Shelia L. Hiddleston
(signature of responsible official)

Shelia Hiddleston
(name)

Health Commissioner
(title)

10/4/2021
(date)

Section B: Records Commission

Records Commission

(telephone number)

(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 Beaman
Records Commission Chair Signature

10/13/21
Date

Section C: Ohio Historical Society - State Archives

Signature

Title

State Archivist

10-25-2021

Date

Section D: Auditor of State

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

Delaware General Health District

Community Health

(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
CH - 21-01	Child Fatality Review Board Records – Reviews and reports by Child Fatality Review Board of child deaths that have occurred in Delaware County.	One year - After state audit is released.	Electronic		<input type="checkbox"/>
CH - 21-02	Community Health Reports – includes the Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Health Impact Assessment (HIA)..	5 years after PHAB cycle is complete	Electronic		<input type="checkbox"/>
CH - 21-03	Community Health Assessment and Improvement Plan Materials – includes surveys, prioritization materials, action plans and other supporting documents used in the collection of data and preparation of reports.	Until report is finalized	Paper Electronic		<input type="checkbox"/>
CH - 21-04	Permission forms for Car Seat Installation and purchase – Authorizations completed by individuals having car seat fittings and /or purchasing car seats.	Three years	Electronic		<input type="checkbox"/>
CH - 21-05	Ohio Buckles Buckeye Distribution Form –for car seats issued to families receiving car seats through Ohio Buckles Buckeye	Three years	Electronic		<input type="checkbox"/>
CH - 21-06	Photo/Media Release - Records documenting permission to use images that include, but are not limited to, photos, video and audio recordings.	Six years	Paper		<input type="checkbox"/>
CH - 21-07	Public Health Accreditation Board (PHAB) - documents and annual reports	Submission plus 5 years	Electronic		<input type="checkbox"/>
CH - 21-08	Ohio Environmental Protection Agency (OEPA) Grant - includes applications, program reports, and supporting documents	Six years	Electronic		<input type="checkbox"/>
CH - 21-09	Delaware-Knox-Marion-Morrow (DKMM) Grant - includes applications, program reports, and supporting documents	Three years after state audit	Electronic		<input type="checkbox"/>

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



Section E: Records Retention Schedule

Delaware General Health District

Environmental Health

(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) RC3 Required by OHS LGRP
EH 21-01	Animal Bite Records – reports, notifications, inspections and lab reports relating to animal bite incidents.	Six years	Paper/Electronic		
EH 21-02 a	Applications for permits and licenses - submitted by individual to operate respective operations or systems. Includes all permits/licenses issued by the DPHD for Environmental Health Programs.	Paper until converted to electronic	Paper		
EH 21-02 b	Applications for permits and licenses - submitted by individual to operate respective operations or systems. Includes all permits/licenses issued by the DPHD for Environmental Health Programs.	Permanent	Electronic		
EH 21-03 a	Applications – unapproved for permits for Plumbing, private sewage systems and private water systems.	Paper until converted to electronic	Paper		
EH 21-03 b	Applications – unapproved for permits for Plumbing, private sewage systems and private water systems.	Permanent	Electronic		
EH 21-04	Certifications to State – Documentation of permits issued sent to the State and accompanied with appropriate state fees. Includes Bathing areas, campgrounds, retail food establishments, Micro Markets, commercial food services, temporary food services, vending food services, mobile home parks, private water systems, solid waste, swimming pools and sewage systems.	Six years after audit	Paper Electronic		
EH 21-05	Daily Activity Logs – details of daily activities of sanitarians and plumbing inspectors.	Two years after audit	Electronic		
EH 21-06	Environmental Complaint Records – Complaint forms, logs and inspection notes regarding environmental health nuisance complaints. Including but not limited to, food services, public nuisances, and residential.	Five years after abatement	Paper Electronic		
EH 21-07	Environmental Stream Monitoring Records - data generated from assessing health status of selected waterways.	Five years	Paper		
EH 21-08	Food borne illness Investigation Reports – includes patient's name, type of lab tests and results and related information	Two years provided no litigation pending.	Paper		
EH 21-9 a	Food Cost Methodology - details expenses/costs associated with FSO and RFE.	Paper until converted to electronic	Paper		



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(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
EH 21-9 b	Food Cost Methodology - details expenses/costs associated with FSO and RFE.	Two years after State Survey	Electronic		<input type="checkbox"/>
EH 21-10	Hazardous Materials Incident Reports - Emergency Response/Requests/Disaster Response Records.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
EH 21-11	Inspection Records – Documentation of inspections conducted during the installation or abandonment of Plumbing, private sewage, semi public sewage and private water systems	Paper until document is converted to electronic. Electronic until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
EH 21-12	Routine Inspection Records – Conducted periodically to assess the functionality of systems/operations and adherence to standards and laws. Includes Bathing beaches, Campgrounds, Composting facilities, food services, infectious waste institutions, landfills, maternity wards, commercial food services, temporary food services, micro markets, mobile food services, playgrounds, private sewage systems, refuse haulers, schools, semi -public sewage systems, swimming pools, tattoo parlors/body piercing, tires, transfer stations, vending food services, water haulers.	Six years after date of inspection provided all violations have been corrected.	Paper Electronic		<input type="checkbox"/>
EH 21-13 a	Laboratory records for water samples taken to test water supply.	Paper until converted to electronic	Paper		<input type="checkbox"/>
EH 21-13 b	Laboratory records for water samples taken to test water supply.	Five years	Electronic		<input type="checkbox"/>
EH 21-14	Program Logs – document activity in program areas may including details specific to program such as locations, dates and chemical useage. Programs include, hazardous materials/disaster response, mosquito spraying, nuisance complaint, plumbing, private sewage systems, private water systems, rabies,	Five Years	Paper Electronic		<input type="checkbox"/>
EH 21-15	Permits – authorize installation of respective systems including plumbing, private water systems, private sewage systems and small flow sewage treatment sewage systems.	Paper until document is converted to electronic. Electronic until of no longer administrative value	Paper/ Electronic		<input type="checkbox"/>
EH 21-16	Environmental Health Program Plans – details of systems for installation including campgrounds, private sewage systems, plumbing systems, schools, semi-public sewage systems, solid waste facilities, subdivisions, swimming pools, tattoo and body piercing parlors, commercial food services, retail food establishments, Micro Markets.	Paper until document is converted to electronic. Electronic until of no longer administrative value	Paper/ Electronic		<input type="checkbox"/>



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(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) RG-3 Required by OHS LGRP
EH 21-17 a	Private Water System Well Logs and Completion Forms – records documenting installation and completion of establishing a well.	Paper until converted to electronic	Paper		
EH 21-17 b	Private Water System Well Logs and Completion Forms – records documenting installation and completion of establishing a well.	Permanent	Electronic		
EH 21-18 a	Registrations for Contractors – includes information on bond, liability, proof of continuing education for contractors including plumbers, scavengers, service contractors, sewage installers, and water haulers	Paper until converted to electronic	Paper		
EH 21-18 b	Registrations for Contractors – includes information on bond, liability, proof of continuing education for contractors including plumbers, scavengers, service contractors, sewage installers, and water haulers	Five years	Electronic		
EH 21-19 a	Public Health Orders: submitted to landowners/operators in violation of local regulations	Paper until converted to electronic	Paper		
EH 21-19 b	Public Health Orders: submitted to landowners/operators in violation of local regulations	Permanent	Electronic		
EH 21-20 a	Smoke Free Workplace Investigation Reports – conducted in response to complaints of violation of Smoke free Workplace laws.	Paper until converted to electronic	Paper		
EH 21-20 b	Smoke Free Workplace Investigation Reports – conducted in response to complaints of violation of Smoke free Workplace laws.	Six years	Electronic		
EH 21-21 a	Site Evaluations - conducted prior to construction of compost facilities, landfills, campgrounds, private sewage/water systems.	Paper until converted to electronic	Paper		
EH 21-21 b	Site Evaluations - conducted prior to construction of compost facilities, landfills, campgrounds, private sewage/water systems.	Permanent	Electronic		
EH 21-22 a	Surveys: audits conducted by state to assess adherence to standards of mandated EH programs	Paper until converted to electronic	Paper		
EH 21-22 b	Surveys: audits conducted by state to assess adherence to standards of mandated EH programs	Six years	Electronic		
EH 21-23 a	Variance Requests – Sewage, water, subdivision and plumbing	Paper until converted to electronic	Paper		
EH 21-23 b	Variance Requests – Sewage, water, subdivision and plumbing	Permanent	Electronic		



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EH 21-24 a	Vector Borne Disease Records - includes testing of host and serology for diseases that are vector spread.	Paper until converted to electronic	Paper		
EH 21-24 b	Vector Borne Disease Records - includes testing of host and serology for diseases that are vector spread.	Five years	Electronic		



Section E: Records Retention Schedule

Delaware General Health District

Fiscal

(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) RCs Required by OHS- LGRP
FIS 21-01	Appropriation Certifications – Certifies appropriation request has been approved by the Budget Commission	Four years after state audit	Electronic		<input type="checkbox"/>
FIS 21-02	Appropriation Requests – Requests for changes to previously set appropriations. Are sent to the County Auditor	Four years after state audit	Electronic		<input type="checkbox"/>
FIS 21-03	Audit Reports – Received after completion of state audit.	Until no longer of administrative value	Paper Electronic after 2012		<input type="checkbox"/>
FIS 21-04	Annual Budgets and Revisions	Four years after State audit	Paper		<input type="checkbox"/>
FIS 21-05	Cash Reports – County Auditor System Generated Report.	Four years	Electronic		<input type="checkbox"/>
FIS 21-06	Delivery and Packing Slips – attached to P.O. and once bill is received, attached to voucher.	Four years	Paper		<input type="checkbox"/>
FIS 21-07	Expenditure Report – County Auditor report used to compute monthly financial report.	Five years	Paper Electronic		<input type="checkbox"/>
FIS 21-08	Grant Files – Includes federal, state or other grant records which document the expenditure and use of grant funds.	Four years after grantor or state audit.	Electronic		<input type="checkbox"/>
FIS 21-09	Inventory of Property and Equipment – original computer printout documenting inventoried items, instructions and worksheets used to complete the inventory report.	Four years after audit	Paper Electronic		<input type="checkbox"/>
FIS 21-10	Invoices – bills for goods shipped or received and services rendered. They are matched with purchase orders and receiving reports, and attached to vouchers for payment.	Original sent to County Auditor. Agency copy four years.	Paper		<input type="checkbox"/>
FIS 21-11	Liability Insurance Policy – certificates of benefits renewed annually.	Four years provided all claims are settled	Paper		<input type="checkbox"/>
FIS 21-12	Monthly financial summaries – provided to governing body	Four years after state audit	Paper Electronic		<input type="checkbox"/>
FIS 21-13	Pay In reports – Daily documentation of funds receipted and submitted to County Auditor and County Treasurer. Includes cash, checks and direct deposits.	Four years after state audit	Paper		<input type="checkbox"/>



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(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
FIS 21-14	Payroll Deduction Authorizations – includes authorization for charitable organizations, savings deposits, retirement funds and direct deposit.	Permanent	Paper		☐
FIS 21-15	Payroll Records – Preparatory records used to submit to County Auditor for the execution of agency payroll. Includes Employee Action Forms, Summary of hours, employee time sheets, time approval forms, contribution register and payroll register.	Four years after State audit	Paper Electronic		☐
FIS 21-16	Purchase Orders – Used to encumber funds from County Auditor's office for agency purchases.	Four years after state audit	Electronic		☐
FIS 21-17	Receipt Books – Carbon copies of handwritten receipts used when computers are down or offsite events.	Four years after State audit.	Paper		☐
FIS 21-18	Requisitions for Purchase – Forms used by staff to request PO to purchase goods and services.	Four years after State audit.	Paper Electronic		☐
FIS 21-19	Revenue Report – County Auditor system generated report	Four years after State audit	Electronic		☐
FIS 21-20	Standard Vouchers – Documents received from County Auditor detailing assigned PO # and identifying details of goods or services requested	Four years	Paper		☐
FIS 21-21	Transfers/Advances – documentation of advances and permanent fund transfers.	Four years after transfers and advances are paid back and after state audit	Electronic		☐
FIS 21-22	Travel expense reports – Documentation of agency and board reimbursed travel expenses.	Four years	Paper		☐



Section E: Records Retention Schedule

Delaware General Health District

General

(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
GEN 21-01	Agency Insurance liability claims – claim forms, litigation materials.	Five years after claim is closed.	Paper		<input type="checkbox"/>
GEN 21-02	Agency Liability Insurance Policy	Until superseded	Paper		<input type="checkbox"/>
GEN 21-03	Attorney General Opinion – Documents received supporting stated opinion presented by Attorney General	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN 21-04	Audio Tapes of Public Meetings - Recordings of public meetings that are summarized in written form and presented to appropriate bodies for approval.	Until written minutes are approved.	Electronic		<input type="checkbox"/>
GEN 21-05	Certificate of Record Disposal – RC 3 prepared and submitted to OLGRC for disposal of agency records according to retention schedule	Five years after approved by LGRC	Paper		<input type="checkbox"/>
GEN 21-06	Community Newsletters – published twice per year as an Annual Report and a fall newsletter.	Electronic Until no longer of administrative value Paper Permanent	Paper Electronic		<input type="checkbox"/>
GEN 21-07	Contact materials – directories, mailing lists, rosters and registers compiled by the agency	Until superseded or no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 21-08	Contracts – Memorandum of Understanding and contracts approved by the Board of Health	Permanent	Paper		<input type="checkbox"/>
GEN 21-09	Correspondence – Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, text, misc. communications, etc. Transient – Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value.	Paper Electronic Fax		<input type="checkbox"/>
GEN 21-10	General – Requests for information pertaining to interpretation and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Two years	Paper Electronic Fax		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHSLGRP	(6) RC-3 Required by OHS LGRP
GEN 21-11	Substantive – Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Five years; file with related records if content requires longer retention; appraise for historical value	Paper Electronic Fax		<input type="checkbox"/>
GEN 21-12	Customer Complaints – completed complaint forms submitted by customers.	Three years after submission	Paper Electronic		<input type="checkbox"/>
GEN 21-13	Department of Administration forms that are utilized to determine retention points, notice of layoff, notice of displacement rights, and ADM 4055.	Paper during employment Transfer to electronic and retain until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 21-14	Employment Applications and investigation materials: Hired Application for employment for individuals then hired. Background and reference checks.	Paper – incorporate into personnel file. Electronic – printed for file. And then until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
GEN 21-15	Employment Applications: Not interviewed Applications for individuals not interviewed.	2 years	Electronic		<input type="checkbox"/>
GEN 21-16	Employment Applications and investigation materials: Interviewed but not hired Applications for individuals interviewed but not selected for position. Includes interview notes and background checks	2 years	Electronic		<input type="checkbox"/>
GEN 21-17	Equal Employment Opportunity (EEO) Reports – Reports submitted to the State containing data used to track EEO statistics and reports indicating position applied for, as well as applicants sex, race, and ethnicity.	3 years after report is filed.	Paper and electronic		<input type="checkbox"/>
GEN 21-18	FMLA - Disclosure & correspondence to employees utilizing FMLA leave and record keeping requirements.	Three years after FMLA incident is closed.	Paper		<input type="checkbox"/>
GEN 21-19	Grant Administration Records – includes applications and attachments, consortium files, staff meeting minutes.	3 years after the submission of the final close out report	Paper Electronic		<input type="checkbox"/>
GEN 21-20	Health and Wellness Records - Health program information designed to maintain employee well being, including ERC activity details and participation	2 years	Paper		<input type="checkbox"/>
GEN 21-21	Incident Reports – Records of damage to agency property	Paper one year, then scanned. Two years electronic after claim closed.	Paper Electronic		<input type="checkbox"/>



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(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
GEN 21-22	Incident Reports – Record of Injury to client	Paper one year then scanned. Electronic 5 years after claim closed.	Paper Electronic		<input type="checkbox"/>
GEN 21-23	Immigration and I-9's – Employment and eligibility Verification for all newly hired employees to verify their identity and authorization to work in the US.	3 years after hire or 1 after termination; whichever is later	Paper		<input type="checkbox"/>
GEN 21-24	Magazines and publications from professional associations and organizations.	Until no longer of administrative value.	Paper		<input type="checkbox"/>
GEN 21-25	Media Promotions – News and press releases notifying public of public health issues.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 21-26 a	Meeting Minutes – Approved minutes of the Board of Health (including Committees of the BOH), District Advisory, and any other meeting minutes that require a signature for approval.	Paper until converted to electronic	Paper		<input type="checkbox"/>
GEN 21-26 b	Meeting Minutes – Approved minutes of the Board of Health (including Committees of the BOH), District Advisory, and any other meeting minutes that require a signature for approval.	Permanent	Electronic		<input type="checkbox"/>
GEN 21-26 c	Meeting Minutes – Coalition, Staff, Committee, Task Force, and like meeting notes that do not require a signature for approval. This includes sign-in sheets and meeting materials.	Five years	Electronic		<input type="checkbox"/>
GEN 21-27	Personnel Records Proof of auto insurance & driver's license, leave balances, exit interviews, Injury forms, employee application	Five years after termination.	Electronic		<input type="checkbox"/>
GEN 21-28	Personnel Records: - Grievances, Waivers, Employment Verifications, Background & Reference Checks, offer/resignation letters, Training & Tuition Reimbursement, performance evaluations and commendations; Employee Action Forms; certificates of training, policy acknowledgement forms; leave conversions; donations given and received, disciplinary action forms.	Paper: convert to electronic after termination. Electronic: Five years after termination	Paper Electronic		<input type="checkbox"/>
GEN 21-29	Personnel Policies Handbook – Documentation of employment policies.	Paper –until superseded then destroyed. Electronic – permanent retained in Laserfiche as pdf	Paper Electronic		<input type="checkbox"/>
GEN 21-30	Policies and Procedures – details operations, regulations, and/or procedures of the agency including Table of Organization,	Until superseded	Paper Electronic		<input type="checkbox"/>

RC-3 Required



(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
GEN 21-31	Position Descriptions – details agency position requirements including educational requirements, experience, competencies and skills	Until superseded	Paper Electronic		<input type="checkbox"/>
GEN 21-32	Position Papers – Board approved statements of commitment to various public health issues.	Permanent – maintained in Board minute book. Electronic until superseded	Paper Electronic		<input type="checkbox"/>
GEN 21-33	Promotional Material - Brochures, newsletters, electronic postings, pamphlets, posters, notices and bulletins promoting agency programs and services.	Until Superseded or outdated	Paper Electronic		<input type="checkbox"/>
GEN 21-34	Property Documents – purchase and finance agreements, leases.	Permanent	Paper		<input type="checkbox"/>
GEN 21-35	Public Record Requests – all requests except vital statistics	One year after request is filled.	Paper Electronic		<input type="checkbox"/>
GEN 21-36	Record Retention Schedule	Until Superseded	Paper Electronic		<input type="checkbox"/>
GEN 21-37	Registration Forms – for classes sponsored by the agency such as food service.	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN 21-38	Surveys – Completed surveys, survey forms and evaluation results.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN 21-39	State Reports – Annual Reports submitted to the state including: Goals and Objectives, Health Services Report, State Subsidy reports	Permanent	Paper		<input type="checkbox"/>

RC-3 Required



Section E: Records Retention Schedule

Delaware General Health District

Information Technology

(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
IT 21-01	Computer Usage Files and Reports - Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.	Retain until no longer of administrative value to agency, then destroy.	Electronic Paper		<input type="checkbox"/>
IT 21-02	Data Processing Operating Procedures – Records of procedures for data entry, the operation of computer equipment, production control, system backup and other aspects of data processing operation.	Retain until superseded, obsolete or replaced then destroy.	Electronic Paper		<input type="checkbox"/>
IT 21-03	Data Processing Hardware Documentation – Records documenting the use, operation, and maintenance of an agency's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Retain until the agency no longer uses related hardware and all data is transferred to and made useable in new hardware environment then destroy.	Electronic Paper		<input type="checkbox"/>
IT 21-04	Data Processing Policies – Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Retain until superseded, obsolete or replaced then destroy.	Electronic Paper		<input type="checkbox"/>
IT 21-05	Data Systems Specifications – Records necessary for using the system: user guides, system or sub-system definitions, system flow charts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment then destroy.	Electronic Paper		<input type="checkbox"/>
IT 21-06	Equipment Support Files – Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	Retain site visit reports, problem and equipment service reports, and routine correspondence and memoranda until warranty or guarantee of service has expired, then destroy. Retain service histories and other summary records until the	Electronic Paper		<input type="checkbox"/>



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		related equipment is no longer in use, then destroy			
IT 21-07	Information Resources, Management and data processing services plans – Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.	Retain until superseded, obsolete or replaced then destroy.	Electronic Paper		
IT 21-08	Maintenance Contract Files – Maintenance contracts for data processing equipment, and related records including copies of contracts, service histories, and work orders.	For sale of goods, retain five years after contract expires, then destroy. For services retain 16 years.	Electronic Paper		
IT 21-09	Network Usage Reports – Summary reports and other records created to document computer usage for reporting or other purposes.	Retain until no longer of administrative value, then destroy.	Electronic Paper		
IT 21-10	Operating System and Hardware Conversion Plans – Records relating to the replacement of equipment or computer operating systems.	Retain 1 year after successful conversion, then destroy.	Electronic Paper		
IT 21-11	Product/Vendor and State Contract Reference Files- Information on data processing equipment, software, and other products and their vendors	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.	Electronic Paper		
IT 21-12	System Users Access Records – Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of administrative value to the agency, then destroy.	Electronic Paper		
IT 21-13	Test Database/files – Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Retain until no longer of administrative value to agency, then destroy.	Electronic		



Section E: Records Retention Schedule

Delaware General Health District

Personal Health

(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
PH 21-01a	Billing Worksheets- used to bill clients and insurances for clinic services.	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-01b	Billing Worksheets- used to bill clients and insurances for clinic services.	Until payment is reconciled or account is cleared	Electronic		<input type="checkbox"/>
PH 21-02	Child Fatality Review Board Documentation/Reports – minutes and reports of the CFR Board	Until annual state report is released	Paper Electronic		<input type="checkbox"/>
PH 21-03 a	Communicable Disease Reports	Paper until converted to electronic:	Paper		<input type="checkbox"/>
PH 21-03 b	Communicable Disease Reports	Permanent	Electronic		<input type="checkbox"/>
PH 21-04a	Clinic Billing Records – private insurance, Medicaid, and cash pay records of payment for clinic services	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-04b	Clinic Billing Records – private insurance, Medicaid, and cash pay records of payment for clinic services	Six years after reconciliation	Electronic		<input type="checkbox"/>
PH 21-05	Clinic Equipment Calibration Logs	One year	Paper		<input type="checkbox"/>
PH 21-06a	Clinic Logs –Listing of clients receiving clinic services	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-06b	Clinic Logs –Listing of clients receiving clinic services	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PH 21-07a	Clinical Care Charts – for screenings/assessments such as cholesterol, blood pressure, blood sugar, pregnancy tests and newborn home visits.	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-07b	Clinical Care Charts – for screenings/assessments such as cholesterol, blood pressure, blood sugar, pregnancy tests and newborn home visits.	Six years after last contact	Electronic		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHSLGRP	(6) RG-3 Required by OHS- LGRP
PH 21-08a	Clinical Care Charts – for Bureau for Children with Medical Handicaps clients	Paper until converted to electronic	Paper		
PH 21-08b	Clinical Care Charts – for Bureau for Children with Medical Handicaps clients	Until child reaches 21 years old and five years after last contact.	Electronic		
PH 21-09a	Clinic Protocols – standing orders, record of staff review	Paper until converted to electronic	Paper		
PH 21-09b	Clinic Protocols – standing orders, record of staff review	Six years or longer if needed for any pending proceeding.	Electronic		
PH 21-10a	Epidemiological Case Records – Compilation of notes, and interviews accumulated during an investigation of a communicable disease outbreak.	Paper until converted to electronic	Paper		
PH 21-10b	Epidemiological Case Records – Compilation of notes, and interviews accumulated during an investigation of a communicable disease outbreak.	Six years after investigation is closed.	Electronic		
PH 21-11a	HIPAA Documentation – agency training, surveys, breach investigation notes/reports	Paper until converted to electronic	Paper		
PH 21-11b	HIPAA Documentation – agency training, surveys, breach investigation notes/reports	6 years	Electronic		
PH 21-12a	HIV and HepC counseling and test report forms – for testing done through the ODH program	Paper until converted to electronic	Paper		
PH 21-12b	HIV and HepC counseling and test report forms – for testing done through the ODH program	One year	Electronic		
PH 21-13a	Immunization Records- prior records are retained. Current records entered directly into state registry.	Paper until converted to electronic	Paper		
PH 21-13b	Immunization Records- prior records are retained. Current records entered directly into state registry.	Permanent	Electronic		
PH 21-14a	Infectious Waste Generation Logs	Paper until converted to electronic	Paper		



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PH 21-14b	Infectious Waste Generation Logs	Three years	Electronic		<input type="checkbox"/>
PH 21-15a	Lead Investigation/Case Reports – documentation for lead exposure reported/assessments for children under 21.	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-15b	Lead Investigation/Case Reports – documentation for lead exposure reported/assessments for children under 21.	Until subject is 21 years old.	Electronic		<input type="checkbox"/>
PH 21-16a	Medicare Billing Records – billing and reimbursement for Medicare clients	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-16b	Medicare Billing Records – billing and reimbursement for Medicare clients	10 years	Electronic		<input type="checkbox"/>
PH 21-17a	Prenatal Clinical Care Charts – no longer created.	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-17b	Prenatal Clinical Care Charts – no longer created.	28 years	Electronic		<input type="checkbox"/>
PH 21-18a	Tuberculin Test Records – positive results.	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-18b	Tuberculin Test Records – positive results.	Permanent	Electronic		<input type="checkbox"/>
PH 21-19a	Tuberculin Test Records – negative results	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-19b	Tuberculin Test Records – negative results	Seven years	Electronic		<input type="checkbox"/>
PH 21-20a	Tuberculin x-rays – no longer created.	Paper until converted to electronic	Paper		<input type="checkbox"/>
PH 21-20b	Tuberculin x-rays – no longer created.	Permanent	Electronic		<input type="checkbox"/>
PH 21-21a	Vaccine Consent Forms – authorization for receipt of vaccinations.	Paper until converted to electronic	Paper		<input type="checkbox"/>



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PH 21-21b	Vaccine Consent Forms – authorization for receipt of vaccinations.	Ten years	Electronic		
PH 21-22a	Vaccine Storage Temperature Logs	Paper until converted to electronic	Paper		
PH 21-22b	Vaccine Storage Temperature Logs	Three years	Electronic		
PH 21-23a	Preparedness Plans – Including Continuity of Operations, Emergency Response, Mass Vaccinations, Strategic National Stockpile, Internal Response, Risk Communications, Tactical Communication Plans.	Paper until converted to electronic	Paper		
PH 21-23b	Preparedness Plans – Including Continuity of Operations, Emergency Response, Mass Vaccinations, Strategic National Stockpile, Internal Response, Risk Communications, Tactical Communication Plans.	Until superceded or 1 year after revised, whichever is longer	Electronic		



Section E: Records Retention Schedule

Delaware General Health District

Vital Statistics

(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	
VS 21-01	Affidavits changes to registered birth and death certificates.	Permanent	Paper		<input type="checkbox"/>	RC-3 Required
VS 21-02	Applications for Certified Birth and Death Records	One year after audit	Paper		<input type="checkbox"/>	
VS 21-03	Audit Number Logs tracks audit numbers of security paper.	All Formats Permanent	Paper Electronic		<input type="checkbox"/>	
VS 21-04	Birth Certificates Official record of birth events occurring in Delaware County	All Formats Permanent	Paper Electronic Microfilm		<input type="checkbox"/>	RC-3 Required
VS 21-05	Burial Permit Reports – Accounting of numbers of burial permits issued and payment due to Department of Real Estate.	Five years	Paper		<input type="checkbox"/>	
VS 21-06	Burial Transit Applications for transportation of bodies across state lines.	Five years	Paper		<input type="checkbox"/>	
VS 21-07	Death Certificates Official record of death events occurring in Delaware County	All Formats Permanent	Paper Electronic Microfilm		<input type="checkbox"/>	RC-3 Required
VS 21-08	Out of Institution Birth Registration Worksheets completed by parents for births occurring in home or other non-birthing facility	One year	Paper		<input type="checkbox"/>	
VS 21-09	Registration Index – lists all birth and death records by registration number. No longer created locally – index is now maintained by the State Vital Statistics Office.	Permanent	Paper Electronic		<input type="checkbox"/>	RC-3 Required
VS 21-10	Security Paper Verification Form – signed acknowledgement of receipt of security paper used for issuance of certified birth and death certificates.	One year after audit	Paper		<input type="checkbox"/>	



Section E: Records Retention Schedule

Delaware General Health District

WIC

(local government entity)

(unit)

Complies with Federal Requirements.

(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
WIC 21-01	Fair Hearing Files – all written requests and all written records of verbal requests for a Fair Hearing; the written decision of the Hearing Officer and a copy of the notification of the decision; whichever agency, State or local, conducting the hearing, shall have the responsibility of preserving the complete written record of the hearing.	Five years	Paper		
WIC 21-02	Financial Records – includes quarterly expenditure reports, final expense reports, approved project budgets, project budget revisions, and all supporting documentation (cancelled checks, contract copies, insurance policies, receipts, purchase orders, equipment/inventory lists, equipment and nutrition education request forms, etc.)	Four years	Paper		
WIC 21-03	General Administration: Grant applications and conditions, advisory committee files (minutes and membership, staff meeting minutes, State /federal correspondence (all project letters, policy and procedure letters), Program Activity Reports, subpoenas and search warrants, written job orientation plans for new health professionals, VENA training and observation summary form.	Five years	Electronic		
WIC 21-04	General Administration : Outreach files, documentation of calibration of hematological equipment, the most recent obsolete Policy and Procedure disk.	Two years	Paper		
WIC 21-05	Nutrition Education (NE) Reports: group nutrition education attendance records, high risk plan.	Four Years	Paper		
WIC 21-06	Nutrition Education (NE) Reports/Evaluations: Lesson plans, authorization of non-WIC mid certification NE forms, current master NE schedule, NE materials file, (current materials and evaluation checklists and non-English nutrition education materials). Central log for closet formula issuance, individual participant surveys. Ohio WIC Program State Supplied Pump and Kit Issuance Only. Ohio WIC Loaned/Single-user Electric Breast Pump Survey	Two years	Electronic		
WIC 21-07	System Records – Automated Response System Report when used as the ONLY proof of an appointment reminder.	Four years	Paper		
WIC 21-08	System Records: Participation by Priority and Category Report. Food Instrument stubs, Beginning of Day and End of Day Reports.	Two years after state audit	Paper		
WIC 21-09	WIC System Records: Reports used as an internal reporting system such as Termination Report, Purge Report, Participants Currently Certified Without Current Food Benefits, Ineligible Report, Wait List report, Immunization Reports, Racial/Ethnic Report, Mailing Registers, Redemption Cost Report.	Until no longer of administrative value.	Paper		



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WIC 21-10	WIC Participant Records: Entire contents of Initially ineligible, terminated, and waitlisted participant records.	Four years	Paper		
WIC 21-11	WIC Participant Records: Combined Programs Application (CPA) forms that are referrals from other agencies and the applicant declines services or cannot be contacted.	Two years	Paper		
WIC 21-12	Vendor Records – Vendor complaints, participant complaints, Vendor Site Visit Checklist, Vendor Error Letters, Training Sign Out Sheets, letters to vendors giving notice of training dates, list of all contracted vendors.	Four years	Paper		
WIC 21-13	WIC Waiting Lists: For WIC appointments	Five years	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