



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
 614.297.2553
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www.ohiohistory.org/lgr

NOV 05 2020

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County

Adult Court Services

(Local Government Entity)

(Unit)

Joseph Perry

Joseph Perry

Chief Probation Officer

9-11-2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

(Telephone Number)

2079 US Rte. 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 Bentor

11/4/20

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Binder

Local Government Records Archivist

11/16/2020

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

RECEIVED

SEP 15 2020

(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
20-01	Community Control Records: All Court Entries, Conditions of Community Control, Pre-Sentence Investigation (PSI), Recovery Docket, Mental Health Docket, Re-Entry Program, Thinking for a Change (T4C), Justice Reinvestment Initiative Grant (JRIG), Positive Drug Screen Statements, Interview Questionnaire (PSI Report), Probation Violations, Police Reports, Travel Permits, Warrants, Certificates, Case Plan & Bond Interviews	Indefinite. Local officers scan into Ohio Community Supervision System (OCSS). Hard copy will be destroyed once scanned into OCSS. No RC3 required. OCSS is maintained by the State of Ohio.	Electronic		<input type="checkbox"/>
20-02	Personnel Files (Employee Files): Documentation of service throughout the duration of an individual's employment	Follow the Delaware County General RC2			<input type="checkbox"/>
20-03	Grant Applications (Files): Not funded.	1 yr.	Paper and/or Electronic		<input type="checkbox"/>
20-04	Grant Applications (Files): Funded. Documents the application, evaluation, awarding, monitoring, tracking of financial records & any related material	Maintain as required by the grant. If retention is not specified retain for 5 yrs. provided all State & Federal audits have been conducted, the audit report released & all litigation, claims or audit finding have been resolved	All media types		<input type="checkbox"/>
20-05	Payroll Records: Copies including but not limited to time sheets, overtime documents, records & timecards	Office copy: 1 yr. provided audited by the Auditor of State. County Auditor maintains as permanent	Paper and/or 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 greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below 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 or the Delaware County General Schedule.