



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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APR 16 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Pa rat 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

Child Support Enforcement

(Local Government Entity)

(Unit)

Joyce M Bauers

Director

3/22/21

(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

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

4/14/2021

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

5/4/2021

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

| (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 |
|---------------------------|--|---|-------------------------|--|---------------------------------------|
| 21-01 | 2750 Reports: Receipts and internal records forwarded to the state so local office can receive federal funding OAC 5101:12 | 3 years | Paper and/or electronic | | <input type="checkbox"/> |
| 21-02 | Annual Inventory: Departmental inventory of all material, machinery, tools and other county supplies under the jurisdiction of each county office or department. ORC 305.18 | Office copy: 3 years Equipment listed in Facilities Dude remains in software until sold, discarded or removed from service | Paper and/or electronic | | <input type="checkbox"/> |
| 21-03 | Bank Reconciliation (Bank statements) | 3 years | Paper and/or electronic | | <input type="checkbox"/> |
| 21-04 | Budgets: Annual department or office. Fiscal allocations to a department or office for a fiscal year | 3 years Budget resolution is permanent in Commissioner's Journal | Paper and/or electronic | | <input type="checkbox"/> |
| 21-05 | Budget Preparation Documents: Working papers. Preparation documents used to create a budget. | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| 21-06 | Closed Case Files: Child Support cases that are not essential in reopening in the future. | 3 years (minimum) in accordance with Ohio Administrative Code 5101:12-10-05 | Paper and/or electronic | | <input type="checkbox"/> |
| 21-07 | Child Support Receipts: Copies of original Child Support payments | 3 years provided audited by the Auditor of State | Paper and/or electronic | Audited means: the years encompassed by the records have been audited by the | <input type="checkbox"/> |
| 21-08 | Federal Tax Information (FTI) Visitor Log | 5 years | Paper and/or electronic | Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C | <input type="checkbox"/> |
| 21-09 | IRS Offset Records: Electronic data generated information acquired on magnetic tape backup and produced in paper form. Includes documentation relative to SETS/ATEK reports, state and county reports | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| 21-10 | IV-D Contracts | 3 years provided audited by the Auditor of State | Paper and/or electronic | | <input type="checkbox"/> |
| 21-11 | JFS 7014 Federal Tracking Information (FTI) Confidentiality Agreement | 5 years after employee's departure | Paper and/or electronic | | <input type="checkbox"/> |
| 21-12 | JFS 7019 Federal Tracking Information (FTI) Tracking Log | 5 years | Paper and/or electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|----------------------------|---|---------------------------------------|
| | | | | | <input type="checkbox"/> |
| 21-13 | JFS 7078 Code of Responsibility | 5 years after employee's departure | 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 and the Ohio Electronic Records Committee recommend that digital imaged records of permanent or greater than 10 year retention periods be maintained in an eye readable format 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.

Records not listed on this Child Support Enforcement retention schedule are to be retained in accordance with the Delaware County General Schedule.

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.