



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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OHIO HISTORY CONNECTION

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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

General Schedule for all departments & agencies

Delaware County

(Local Government Entity)

(Unit)

Dawn Huston

Dawn Huston

Deputy Administrator

10/5/20

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Delaware County Records Center

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

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*

(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	<b>Agendas</b> – A listing of items to be discussed and/or acted upon during a meeting	2 yrs. and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-02	<b>Annual Inventory</b> – 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: 2 yrs. & until no longer of administrative value  Equipment listed in Facilities Dude.  Remains in Facility Dude until sold, discarded or removed from service	Paper/ Electronic		<input type="checkbox"/>
20-03	<b>Annual Reports – Solicited.</b> A report containing substantive information of operations, policies, procedures, and planning.	Paper: Permanent until scanned & sent to microfilm.  Electronic: indefinite  Microfilm: Permanent	All media types		<input checked="" type="checkbox"/>
20-04	<b>Annual Reports – Unsolicited.</b> A report containing substantive information of operations, policies, procedures, and planning.	Until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
20-05	<b>Appointment/Desk Calendars:</b> Chronological system of reckoning time & tasks	Until no longer of administrative value. Pending no legal action	Paper/ Electronic		<input type="checkbox"/>

(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
20-06	<b>Audio Visual, Public Relations &amp; Training Material:</b> Material and resources compiled or created for presentations, public relations, training & training exercises	Until superseded, obsolete, replaced or no longer of administrative value	All media types		<input type="checkbox"/>
20-07	<b>Audit Reports:</b> Federal, state & internal	5 yrs.	Paper/ Electronic		<input type="checkbox"/>
20-08	<b>Backup Data:</b> Computer generated backup tapes & data created. Used & maintained for disaster recovery purposes. Back up media is not used for permanent or archival retention/storage	Retain for 1 system backup cycle then override, delete, erase or destroy data	All media types		<input type="checkbox"/>
20-09	<b>Badges &amp; ID's:</b> Employee identification badges & keyless entry devices & related documents	Confiscate upon employee termination or when obsolete, then destroy	All media types		<input type="checkbox"/>
20-10	<b>Bids &amp; Proposals: Successful.</b> Records documenting, publicizing, hearing, awarding, quoted bids from vendors for service or merchandise, bonding information, specification sheets, bid forms, costs, references & any other related information. May be incorporate into contract or project file. O.R.C. 2305.06	8 yrs. after the contract or project completed  If incorporated into contract or project file see retention schedule # 20-23	Paper/ Electronic		<input type="checkbox"/>
20-11	<b>Bids &amp; Proposals: Unsuccessful.</b> Bids not awarded	2 yrs. after contract awarded	Paper/ Electronic		<input type="checkbox"/>
20-12	<b>Blank Forms:</b> Obsolete, unneeded, superseded form stock	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-13	<b>Blueprints, Vellums, Drawings, Tracings &amp; Mylar's</b>	Until updated, superseded or obsolete	All media types		<input checked="" type="checkbox"/>
20-14	<b>Blueprints:</b> Original. For public buildings	Permanent	All media types		<input checked="" type="checkbox"/>
20-15	<b>Bond Document:</b> Preliminary official statement, bond purchase agreement, Blue Sky survey, indenture/resolution, loan/lease agreement, mortgage/deed of trust, request to authenticate & deliver bonds, credit enhancement documents, no arbitrage	IRS Rule 5.70. Retain for 3 yrs. after the last bond has been retired, or if	All media types		<input type="checkbox"/>

(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
	certificate/tax regulatory agreement, Form 8038/8038-G, land use restriction agreement, TEFRA approval, volume cap certificate, resolutions & certificates of the parties, legal opinions, rating letter(s), receipts for the bonds & proceeds, feasibility study/engineer's report, Title insurance, financing statements, appraisal & any other related documents	applicable 3 yrs. after the last bond of the refunding issue has been retired			
20-16	<b>Bond Register:</b>	7 yrs. after final maturity of notes or bonds	Paper, CD or Electronic  One copy must be retained the full retention. The other media types until no longer of administrative value		<input type="checkbox"/>
20-17	<b>Budgets:</b> Annual department or office. Fiscal allocations to a department or office for a fiscal year	Office copy: 3 yrs.  Commissioner's Journal resolution is permanent	Paper/ Electronic  Microfilm for Commissioner's Journals		<input type="checkbox"/>
20-18	<b>Budget Preparation Documents:</b> (Working papers). Preparation documents used to create annual budget	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-19	<b>Bulletins, Posters, Notices &amp; Reference Material:</b> Material used for the purpose of informing people. May include exhibit material	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-20	<b>Claims &amp; Litigation Records:</b> Records related to legal claims against an office, legal actions & court proceedings	5 yrs. after case is closed & all appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>
20-21	<b>Compliance Reports:</b> Standard reports required to be filed by or with regulatory agencies	5 yrs.	Paper/ Electronic		<input type="checkbox"/>
20-22	<b>Continuing Education:</b> Professional licenses, certifications, training & other documents noting advancement in education related to profession and/or job position	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-23	<b>Contracts:</b> Legal agreements that procure goods and/or services. Records documenting publicizing, hearings, awarded quoted bid(s) & any additional paperwork relating to the contract. (ORC 2305.06)	8 yrs. from expiration or termination	Paper/ Electronic		<input type="checkbox"/>

(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
20-24	<p><b>Coronavirus Relief Fund Payment Records:</b> Records that support compliance with subsection 601 (d) of the Social Security Act, as amended (42 U.S.C. 801 (d)) Records include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• General ledger &amp; subsidiary ledgers used to account for a) the receipt of Coronavirus Relief Fund payments and b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;</li> <li>• Budget records from 2019 &amp; 2020</li> <li>• Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19</li> <li>• Receipts of purchases made related to addressing the public health emergency due to COVID-19</li> <li>• Contracts &amp; subcontracts entered into using Coronavirus Relief Fund payments &amp; all documents related to such contracts</li> <li>• Grant agreements &amp; grant sub-award agreements entered into using Coronavirus Relief Fund payments &amp; all documents related to such awards</li> <li>• All documents of reports, audits, &amp; other monitoring of contracts, including subcontracts &amp; grant recipient &amp; sub-recipients</li> <li>• All documentation supporting the performance outcomes of contracts, subcontracts, grant awards &amp; grant recipient sub-awards</li> <li>• All internal &amp; external email/electronic communications related to use of Coronavirus Relief Fund payments</li> <li>• All investigative files &amp; inquiry reports involving Coronavirus Relief Fund payments</li> </ul>	<p>Retain 5 yrs.</p> <p>Unlike other records listed on the General Schedule, this retention period supersedes any retention listed on an approved departmental retention schedule</p> <p>An approved Certificate of Records Disposal (RC3) is required in order to destroy records listed in this record series</p>	Paper/ Electronic		<input type="checkbox"/>

(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
20-25	<b>Correspondence (Transient):</b> Emails, drafts, telephone messages & other limited documents that do not set policy, do not establish guidelines or procedures, do not certify a transaction or do not become a receipt. Message serves to convey information of temporary importance in lieu of another method of communication	Until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party. No RC3 form required.	Paper/ Electronic		<input type="checkbox"/>
20-26	<b>Correspondence (Routine):</b> Emails, referral letters, request for routine information, publications provided to the public which are answered by a standard letter/response. Does not attempt to influence policy	1 yr. & until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party. No RC3 form required	Paper/ Electronic		<input type="checkbox"/>
20-27	<b>Correspondence (Administrative):</b> Emails internal & external correspondences from various individuals, companies & organizations requesting information pertaining to the agency & related inquiries. Correspondence is informative concerning policies, programs, fiscal & personnel matters.	2 yrs. & until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party.	Paper/ Electronic		<input type="checkbox"/>
20-28	<b>Correspondence (Executive):</b> Emails & correspondence of the heads of the agency & their executive staff dealing with significant aspects of the administration concerning policies, programs, fiscal & personnel matters	5 yrs. & until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party.	Paper/ Electronic		<input type="checkbox"/>
20-29	<b>Delivery Slips/Packing Slips:</b> Documents received when accepting goods from a carrier or vendor	Until no longer of administrative value. Provided there are no discrepancies	Paper/ Electronic		<input type="checkbox"/>

(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
20-30	<b>Directories/Lists/Roster:</b> Lists including such information as phone numbers, e-mail address, staff roster, committee membership, assignments, schedules & flowcharts	Until superseded, obsolete or replaced	Paper/ Electronic		<input type="checkbox"/>
20-31	<b>Disaster Plans (Continuity of Operations Plan, Business Continuity Plan):</b> Documents, plans & procedures to protect & reestablish operations in the event of a disaster	Until updated or superseded	Paper/ Electronic		<input type="checkbox"/>
20-32	<b>Disciplinary Hearings:</b> A proceeding where an issue of employee discipline is heard & evidence is presented to help determine the issue. If Human Resources maintains the personnel file, the hearing records are maintained as permanent per their RC2	Permanent  If Human Resources maintaining personnel file then office copy becomes a duplicate copy.	Paper/ Electronic & Microfilm		<input type="checkbox"/>
20-33	<b>Drafts, Informal Notes &amp; Transient Records:</b> Working copies, informal notes, telephone messages, duplicate copies, extra copies for temporary convenience & documents which serve to convey information of temporary importance	Until no longer of Administrative value. No RC3 form required	Paper/ Electronic		<input type="checkbox"/>
20-34	<b>Elected Officials Bonds:</b> Issued by bonding or surety company in the name of the elected official	Office copy: As long as official holding office. County Treasurer's office maintains for 10 yrs. after bond expires. The County Treasurer's bond maintained by County Auditor's office. All other maintained by County Treasurer. Review for historical value	All media types		
20-35	<b>Elected Officials Oath of Office:</b> When elected persons take the oath, they swear or affirm that they will faithfully & impartially discharge the duties of the office to the best of their ability. Oath can be administered orally or written. Oath must be filed with the county auditor.	Office copy: As long as official holding office. County Treasurer's office	All media types		

(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
		maintains for 2 yrs. after leaving office. The County Treasurer's oath maintained by County Auditor's office. All other maintained by County Treasurer. Review for historical value			
20-36	<b>Employee Applications/Resumes (Successful):</b> Application submissions by individuals chosen for employment. Includes interview notes, reference & all applicable background check information	Permanent Placed in personnel file	Paper/ Electronic		<input type="checkbox"/>
20-37	<b>Employee Applications/Resumes (Unsuccessful):</b> Application submissions by individuals not chosen for employment. Includes unsolicited applications & resumes, interview notes & reference, background checks if applicable. HR maintains recruiting file for 2 yrs.	2 yrs. & no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-38	<b>Employee Evaluations:</b> Records used to measure employee work performance	Place in personnel file	All media types		<input type="checkbox"/>
20-39	<b>Equipment Maintenance Records:</b> Files documenting ownership, warranties, routine maintenance & repair to county owned equipment	Life of equipment	All media types		<input type="checkbox"/>
20-40	<b>Fee Schedule:</b> Fees for goods and/or services provided	Until superseded, obsolete or replaced	Paper/ Electronic		<input type="checkbox"/>
20-41	<b>Financial Records:</b> Records pertaining to financial transactions including accounts receivable, accounts payable, bank statements, requisitions, warrants, bill backs, listing of warrants to be paid, deposit receipts, detail reports (checks written during month, current line item balances) cash & account books, receipts, receipt books, canceled checks, vouchers, appropriation adjustments, transfers, encumbered & unencumbered amounts, balances, monthly expenditures statements & petty cash	3 yrs. provided audited by the Auditor of State	All media types	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	<input type="checkbox"/>



(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
20-42	<b>Invoices: Paid</b>	Office copy. 1 yr. provided audited by the Auditor of State. County Auditor maintains for 4 yrs. after audited	Paper/ Electronic		<input type="checkbox"/>
20-43	<b>Pay-in form to the County Treasurer:</b> Form states amount of money deposited, date, org key, object code, revenue source where should be deposited	Office copy: Until audited by the Auditor of State  Auditor's office maintains a copy for 3 yrs.	Paper/ Electronic		<input type="checkbox"/>
20-44	<b>Purchase Order:</b> Verification of approval to move forward with a purchase	Office copy: 1 yr. & audited by the Auditor of State  Auditor's office maintains a copy for 5 yrs.	Paper/ Electronic		<input type="checkbox"/>
20-45	<b>Fuel Card/Fob Key:</b> Card/fob issued to purchase/put fuel in a County vehicle BP is the fuel card used by the Sheriff's Department Fuel Man is the fuel card used by EMS	Turn in upon termination, new card issued or no longer authorized to use	All media types		<input type="checkbox"/>
20-46	<b>Fuel Usage Records:</b> Manager Plus is a fuel software that keeps track of inventory, fuel, mileage & generates a work order when an oil change is needed. To obtain fuel must have a fob and a code. Invoice for fuel goes directly to the Auditor's office for payment.	Records in Manager Plus purged when vehicle sold	Paper/ Electronic		<input type="checkbox"/>
20-47	<b>Grant Applications (Files):</b> Not Funded.	1 yr.	Paper/ Electronic		<input type="checkbox"/>

(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
20-48	<b>Grant Applications (Files) Funded.:</b> 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"/>
20-49	<b>Image Files:</b> Visual documents (photographs, slides, video tapes) of a person, place or event	Until no longer of administrative value, then transfer to Records Center for historical value	All media types		✓
20-50	<b>Incident Report:</b> Report of personal or property damage involving a vehicle or property	Office copy: Until audited by the Auditor of State Risk & Insurance maintains copy for 5 yrs. providing no pending claim	Paper/ Electronic		<input type="checkbox"/>
20-51	<b>Inventories:</b> Listing of the types & location of equipment, supplies and material (ORC 306.18)	1 yr. and provided audited by the Auditor of State  Auditor's office maintains for 3 yrs.	Paper/ Electronic		<input type="checkbox"/>
20-52	<b>Job Descriptions:</b> Documents the classification, needed experience, education, physical requirements & duties by position title	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
20-53	<b>Leases:</b> Equipment or Real Estate	8 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>

(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
20-54	<b>Leave Request:</b> Leave requests for sick, vacation, personal time & compensation time	Office copy. Until audited by the Auditor of State & no discrepancies.  Auditor's office maintains for 4 yrs. after audit	Paper/ Electronic		<input type="checkbox"/>
20-55	<b>Legal Advertisements/Notices:</b> Legal announcements to inform the public of meetings, hearings, bids, auctions or other events	1 yr.	Paper/ Electronic		<input type="checkbox"/>
20-56	<b>Licenses, Permits &amp; Certificates:</b> Documents affirming requirements being met as prescribed by an issuing agency	1 yr. after expiration	Paper/ Electronic		
20-57	<b>Mail:</b> Communications received from other agencies, commercial entities, outside institutions or individuals for general information purposes	Until no longer of administrative value	Paper		
20-58	<b>Mailing Lists:</b> Lists of individuals & addresses for mail distribution	Until updated, superseded or obsolete	Paper/ Electronic		
20-59	<b>Management, Operations &amp; Statistical Reports:</b> Reports, feasibility studies including statistical analysis created to assess functions, projects, production & programs	Until incorporated into annual report or 5 yrs.	Paper/ Electronic		
20-60	<b>Manuals &amp; Handbooks:</b> Documents related to activities & operations of department, offices & agency. May include rules regarding behavior, policies, procedures, processes, guidelines & instructions for operating equipment	Until updated, superseded or obsolete	Paper/ Electronic		
20-61	<b>Material Safety Data Sheets (MSDS Sheets):</b> Information about properties of chemicals including physical data, toxicity, first aid, storage & disposal processes	Until updated, superseded or obsolete	Paper/ Electronic		
20-62	<b>Meeting Audio &amp; Video Recordings:</b> Electronic sound or video recordings of meetings later produced in written official proceedings or minutes	Retain recordings of statutory boards & commission meetings for 2 yrs. Other recordings may be destroyed 30 days after approval of the official record	All media types		

(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
20-63	<b>Meeting Transcription &amp; Notes:</b> Non verbatim summary of the actions taken at a meeting. Used to construct the official summary or meeting minutes	Retain until minutes approved by vote in an open meeting	Paper/ Electronic		
20-64	<b>Minutes of Administrative Meetings:</b> Meetings of administrative staff, management teams, committees or working groups. Includes both departmental & inter-departmental meetings	Permanent Definitive copy maintained by the group's designated recorder if the group develops policies, procedures, work plans or programs at the department level or higher	Paper: Permanent until scanned & sent to microfilm.  Electronic: indefinite  Microfilm: Permanent		✓
20-65	<b>Minutes of Meetings or Hearings of Appointed Bodies or Commissions:</b> Official minutes of proceedings, discussion, decisions, votes, resolutions or other official actions of appointed boards & commissions during public or executive session meetings	Permanent Definitive copy maintained by the group's designated recorder	Paper: Permanent until scanned & sent to microfilm.  Electronic: indefinite  Microfilm: Permanent		✓
20-66	<b>Payroll Records:</b> 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/ Electronic		
20-67	<b>Personnel Files (Employee Files):</b> Documentation of service throughout the duration of an individual's employment. File contains employment applications, personnel actions, performance evaluations, disciplinary or grievance	If using HR: Check with HR to combine more than one file &	Paper: Permanent until scanned & sent to microfilm.		

(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
	documentation, documentation of training received, or other documentation relating to the person's employment history	<p>add or remove duplicate copies before file scanned &amp; sent to microfilm.</p> <p>HR maintains the file as permanent</p> <p>If not using HR: Hard copy must be maintained until file scanned &amp; sent to microfilm</p>	<p>Electronic: indefinite</p> <p>Microfilm: Permanent</p>		
20-68	<b>Personnel Files</b> (Medical Employee Files): Records pertaining to employee's medical insurance &/or condition as it relates to their employment. Includes confidential medical information & FMLA information	<p>If using HR: Check with HR to combine more than one file &amp; add or remove duplicate copies before sent to microfilm.</p> <p>HR maintains the file as permanent</p> <p>If not using HR: Hard copy must be maintained until file scanned &amp; sent to microfilm</p>	<p>Paper: Permanent until scanned &amp; sent to microfilm.</p> <p>Electronic: indefinite</p> <p>Microfilm: Permanent</p>		

(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
20-69	<b>Press/News Releases:</b> Information disseminated to the public through media outlets	Until no longer of administrative value	Paper/ Electronic		✓
20-70	<b>Professional Association Records &amp; Related Material:</b> Documents from associations related to an employee's job functions that enhance job performance & knowledge, inform of events &/or provide general information about the association.	Until no longer of administrative value	All media types		
20-71	<b>Publications:</b> Created by the local government. Brochures & promotional material created by county agencies to inform the public of services & functions	Until no longer of administrative value. Review for historical value	All media types		✓ (historical)
20-72	<b>Records Requests:</b> Public requests to inspect & review public records. ORC 149.43	1 yr. if no disputes &/or no pending legal action  Logs of public records requests kept until audited by the Auditor of State	Paper/ Electronic		
20-73	<b>Records Requests:</b> Requests from one county department to another requesting material	Office copy: Until request is completed & until no longer of administrative value	Paper/ Electronic		
20-74	<b>Receiving Documents:</b> Documents received when supplies or equipment is delivered. Paperwork states what is delivered & what may be on back order	Until no longer of administrative value	Paper/ Electronic		
20-75	<b>Records Retention &amp; Disposition Forms:</b> Also referred to as RC1, RC2 & RC3. Forms developed by the Ohio History Connection that document the retention & disposition of the records maintained by an office, department or agency	Office copy: RC1 & RC3 until audited by the Auditor of State.  RC2 until superseded	Paper/ Electronic		

(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
		Records Center maintains all forms as permanent			
20-76	<b>Resolution(s):</b> A written motion adopted by a governing board.	Office Copy: Until no longer of administrative value. If issued by the County Commissioner's maintained permanently in Commissioner's Journal	Paper/ Electronic		✓ (Commissioners)
20-77	<b>Social Networking Records:</b> Information posted or received that is considered to be an original record. Social media is not a records series. It is an electronic means of communicating with the public.	Retain according to content. Maintain for the retention period of the appropriate record series.	All media types		
20-78	<b>Surveillance Tapes/Videos:</b> Footage documenting daily actions of employees & visitors within a county building &/or its grounds.	30 days then reuse provided no action pending	All media types		
20-79	<b>Time Cards &amp; Time Sheets</b>	Office copy: Reference Payroll records. Records Schedule # 20-66			
20-80	<b>Uniform Records:</b> Records tracking the management of uniforms. Only record is an invoice which lists who receives uniforms & costs to be paid	Reference Invoices Paid. Records Schedule # 20-42	Paper/ Electronic		
20-81	<b>Union Contracts &amp; Agreements:</b> Original & all related documents to be held by individual departments, office & agencies. Copies maintained in Human Resources	Until the contract/ agreement is superseded	Paper/ Electronic		
20-82	<b>Vehicle Records:</b> Maintenance, mileage & any related documentation regarding the vehicle	Until vehicle sold or disposed. Information maintained in Dude Solutions	All media types		

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 Delaware County General Schedule.

**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**