



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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APR 16 2021

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

Human Resources

(Local Government Entity)

(Unit)

Dawn Huston

Deputy Administrator

4/9/21

(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	Advertisements, Press Releases and Notices: Internal and external position postings, board appointments, press releases	Until no longer of administrative value. No RC3 required	Paper/ Electronic		<input type="checkbox"/>
21-02	COBRA Files: Consolidated Omnibus Budget Reconciliation Act. When you leave a job or are laid off, you have the option of COBRA coverage which is a continuation of your health coverage for up to 18 months at a cost. Files include enrollment forms, cost schedule and any correspondence related to the benefit coverage	5 years after COBRA is terminated	Paper/ Electronic		<input type="checkbox"/>
21-03	Collective Bargaining Agreements: Contracts agreed upon between union and management	3 years after agreement expires and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-04	Compensation Management System: Current and historical information regarding the County's compensation system and associated wage charts and/or tables	Until superseded or until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-05	Complaints: Internal and external complaints. Complaints are discussed with HR representatives or HR director. Investigated if needed. Necessary steps taken to resolve complaint(s)	3 years after complaint settled and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-06	Correspondences: Communications between employer and employee, the public, agency or business	Follow County General Schedule	Paper/ Electronic		<input type="checkbox"/>
21-07	Drug Testing: Pre-employment drug screening, DOT (Department of Transportation) random drug screening and reasonable suspicion screening. Employees in an accident may be required to take a drug test	3 years after test date and until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-08	EEO-1 thru EEO-6: Equal Opportunity Employment reports required to be submitted to the Equal Employment Opportunity Commission	Until superseded and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

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21-09	Employment Benefit Records: Benefit inquires, payment listings and all enrollment information, life insurance, wellness, COBRA (Consolidated Omnibus Budget Reconciliation Act) information and ACA (Affordable Care Act) correspondences and data	Until superseded and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-10	Employee Eligibility Form: I9 Form. A form that requires the employee to show proof they are a legal citizen of the USA	3 years after hire date or one year after termination date whichever is longer	Paper/ Electronic		<input type="checkbox"/>
21-11	Factoring: Method of how pay/compensation for a new or existing position is established	Until superseded and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-12	Family Medical Leave Act: FMLA. Documentation of the needed leave and the time, date and hours taken by the employee	3 years after leave	Paper/ Electronic		<input type="checkbox"/>
21-13	Grievance Hearing Records: Hearing records for employees that participate in the Union grievance process	3 years after resolved and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-14	Incident Reports: OSHA 101 form. A record of injury or illness to an employee while performing their job	6 years and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-15	Investigations: Records relating to an investigation completed by Human Resources or an outside agency due to accusations of wrongdoing or harassment by an employee	Permanent	Retain paper until scanned, quality controlled and images sent to microfilm		<input type="checkbox"/>
21-16	Job Applications/Resumes: Received from applicants for posted and non-posted positions	2 years	Paper/ Electronic		<input type="checkbox"/>
21-17	Job/Position Descriptions: Documentation that inform each individual employed by the County,	Until superseded and no	Paper/ Electronic		

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	under the Board of Commissioners (BOC) what their essential and non-essential duties are	longer of administrative value			
21-18	OSHA 300 Logs: Bureau of Labor statistics logs and summary of occupational injuries and/or illness. Record of loss or restricted days	5 years	Paper/ Electronic		
21-19	Personnel Files: A file on each individual employed by Delaware County under the BOC. Original file maintained in Human Resources. File may contain application, resume, test papers, evaluations, transfer forms, promotional forms, disciplinary action forms, dismissal forms, service record, resignation letter, waivers, leave balances, employee action forms, awards, certificates and any other related paperwork	Permanent	Retain paper until scanned, quality controlled and images sent to microfilm		
21-20	Recruiting Files: Records related to the process of attracting, selecting and hiring or appointing suitable candidates for jobs	2 years and no longer of administrative value	Paper/ Electronic		
21-21	Temporary Position: Information received from a staffing agency regarding a temporary hire for the County	Until no longer of administrative value	Paper/ Electronic		
21-22	Tuition Assistance: Tuition assistance records. The employee must pay first. The County will reimburse the employee depending on grades and classes taken	3 years after final payment and no longer of administrative value	Paper/ Electronic		
21-23	Unemployment Compensation: Files of former Delaware County employees who have applied for unemployment compensation through the State of Ohio	3 years after payment and no longer of administrative value	Paper/ Electronic		
21-24	Worker's Compensation Files: Record of employee related injuries while at work. Delaware County is self-insured for worker's compensation	Office copy: Until no longer of administrative value. State of Ohio: 5 years after last activity date. Sedgwick maintains as	Office copy: Electronic		

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		long as Delaware County is a client ORC 4123			

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 must be settled before the records may be disposed of.

Records not listed on this Insurance and Risk 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.