



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

Insurance and Risk

(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/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](mailto: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 Banta

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	Bids (Successful)	Reference the Delaware County General Schedule			<input type="checkbox"/>
21-02	Bids (Unsuccessful)	Reference the Delaware County General Schedule			<input type="checkbox"/>
21-03	Employee Navigator Records: Records related to new hire enrollment, open enrollment and qualifying event changes	Until superseded or until no longer of administrative value	Electronic		<input type="checkbox"/>
21-04	Insurance Policies: Dental, medical, prescription, vision and life	Paper: Until superseded Electronic: Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-05	Law Suits: A claim or dispute brought to a court of law for adjudication	Paper: Permanent until microfilmed Electronic: Until no longer of administrative value Microfilm: Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-06	Property Insurance and Liability Files: Renewals, property value list, updates and any related information	Paper: 3 years Electronic: Until no longer of administrative value	Paper/ 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 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.