



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

NOV 05 2020

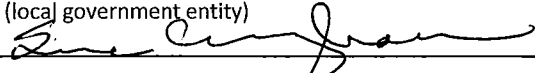
STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Delaware Soil and Water Conservation District

(local government entity)		(unit)	
	Sue Cunningham	Board Chair	10/20/2020
(signature of responsible official)	(name)	(title)	(date)

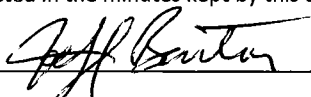
Section B: Records Commission

Delaware County	Records Commission	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.

	11/4/20
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	11/16/2020
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Delaware Soil & Water Conservation District

(1) Sched- ule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Re- quired by LGRP
20-01	Accident/incident report: office copy. Report of personal or property damage involving a District vehicle or occurring on District property.	Paper or electronic copy: until audited by Auditor of State and no pending claims. Remaining copy until no longer of administrative value.	Paper and/or electronic	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	
20-02	Agricultural/Forestry Pollution Abatement Program - per ORC 939, 901:13-1, to reduce pollution of the waters of the state from soil sediment, animal manure, and residual farm products. Per 1501:3 to reduce pollution of waters of the state from silvicultural operations	Ohio Soil & Water Conservation Commission's Beehive is the official record. Paper copies until no longer of administrative value.	Paper until no longer of administrative value		
20-03	Annual plan of work - an outline of the goals and objectives for the year	1 year provided audited by Auditor of State	Paper and/or electronic		
20-04	Audio visual, public relations, training material: material and resources compiled or created for presentations, public relations events, and/or training exercises.	Paper or electronic copy: until superseded, obsolete, or replaced. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-05	Audit reports: federal, state, and internal financial examinations and reports issued by the federal government, Auditor of State and independent auditing agencies or conducted internally (ORC 117.26)	AOS/independent auditing agencies, until superseded. Federal, until audited by AOS and no pending claims. Internal, until no longer of administrative value.	Paper and/or electronic		

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Delaware Soil & Water Conservation District

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20-06	Awards - office awards (employee awards put in personnel file)	Until no longer of administrative value	Paper, trophies, plaques		✓
20-07	Backup data - system backup	Retain for one system backup cycle then erase	Electronic		
20-08	Bids and proposals - unsuccessful	Two years after contract is awarded	Paper and/or electronic		
20-09	Bids and proposals - successful. Records documenting publicizing, hearing, awarded quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms, amounts, references and any other related information. Incorporate into contract file. ORC 2305.06	Paper: 8 years after contract or project completion. Electronic copy: until no longer of administrative value.	Paper and/or electronic		
20-10	Blueprints, vellums, drawings, tracings, and mylars	Until updated, superseded, or obsolete	Paper and/or electronic		✓
20-11	Board election for SWCD - yearly results	Permanent	Paper / microfilm		✓
20-12	Board oaths of office for SWCD - for newly elected members	Permanent	Paper / microfilm		✓
20-13	Board reorganization form for SWCD - yearly	Permanent	Paper / microfilm		✓
20-14	Budgets - yearly requests and amounts approved	2 years provided audited by Auditor of State	Paper and/or electronic		
20-15	Budget preparation documents	Until no longer of administrative value	Paper and/or electronic		
20-16	Bulletins, posters, notices, and reference materials	Until no longer of administrative value	Paper and/or electronic		
20-17	Calendars: chronological system of reckoning time and tasks	Paper: until no longer of administrative value. Electronic: until no longer of administrative value.	Paper and/or electronic		

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Delaware Soil & Water Conservation District

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Re- quired by LGRP
20-18	Charter - the decree forming the DSWCD	Permanent	Original is in Del County Treasurer's vault, paper copy in District file		✓
20-19	Claims and litigation records - records related to legal claims against DSWCD and subsequent legal actions and court proceedings	Paper or electronic copy 5 years after case is closed and all appeals exhausted. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-20	Conservation easements held by the DSWCD - office copy (official copy is in Delaware County Recorder's Office)	Indefinite	Paper and/or electronic		
20-21	Contracts, Agreements, Memoranda of Understanding: legal agreements that procure goods and/or services. Records documenting publicizing, hearing, and awarding quoted bid(s) from vendors.	Paper: 8 years from expiration or termination. Electronic copy: until no longer of administrative value	Paper and/or electronic		
20-22	Correspondence - transient: emails, drafts, phone messages, and 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.	Paper or electronic copy: until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party. No RC3 form required. Remaining copy until no longer of administrative value.	Paper and/or electronic		

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20-23	Correspondence - routine: emails, referral letters, requests for routine information or publications provided to the public which are answered by a standard letter/response. Does not attempt to influence policy.	Paper or electronic copy: no longer of administrative value. Original sender is responsible party. No RC3 form required. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-24	Correspondence - administrative: emails, internal and external correspondences from various individuals, companies and organizations requesting information pertaining to the agency and related inquiries. Correspondence is informative concerning policies, programs, fiscal, and personnel matters.	Paper or electronic copy: 2 yr and until no longer of administrative value. Original sender is responsible party. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-25	Correspondence - executive: emails and correspondence of board and executive staff dealing with significant aspects of the administration of the District. Includes information concerning policies, programs, fiscal, and personnel matters.	Paper or electronic copy: 5 yr and until no longer of administrative, fiscal, or legal value. Original sender is responsible party. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-26	Data processing: office copy of cards, tapes, thumb drives, and any other temporary media used as primary input, temporary storage or output control. The results are available in any record format such as paper, computer output, microfiche, microfilm, or online data.	Until no longer of administrative value	Paper and/or electronic		

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(1) Sched- ule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Re- quired by LGRP
20-27	Delivery slips/packing slips	Paper and/or electronic. Until no longer of administrative value	Paper and/or electronic		
20-28	Directories/lists/rosters: lists including such information as employee phone numbers, email, addresses, home addresses, staff roster, committee membership, assignments, schedules, and flowcharts	Paper or electronic: until superseded or no longer of administrative value. Creator is responsible party. No RC3 form required.	Paper and/or electronic		
20-29	Drafts, informal notes, and transient records: working copies, informal notes, telephone messages, duplicate copies, extra copies for temporary convenience, and documents which serve to convey information of temporary importance.	Paper: until no longer of administrative value. No RC3 required. Electronic: until no longer of administrative value. No RC3 required.	Paper and/or electronic		
20-30	Drainage Protection Reviews (for sites 5 acres or larger) - ORC 307.37 permits counties to include regulations in their building codes to protect existing surface and subsurface drainage, Delaware County Building Code Section DC401. DSWCD keeps supporting documents. Code Compliance keeps only a copy of the DPR completed form.	Permanent	Paper and/or microfilm		
20-31	Drug testing: DOT random drug screenings	Tests are conducted through Del County HR which retains records for 3 years and until no longer of administrative value			

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20-32	Employee applications - successful	Place in personnel file	Paper and/or electronic		
20-33	Employee applications - unsuccessful/not hired. Submissions by individuals not chosen for employment. Includes unsolicited applications and resumes. HR maintains recruiting files for 2 yrs.	Del County HR maintains, DSWCD copy until no longer of administrative value	Paper and/or electronic		
20-34	Equipment/vehicle records: files documenting ownership, warranties, routine maintenance and repair to District owned equipment	Life of equipment	Paper and/or electronic		
20-35	Equipment rental records (for equipment the DSWCD offers to the public for rent for a fee)	1 year provided audited by Auditor of State	Paper and/or electronic		
20-36	Fee schedules: fees for goods and services	Until updated, superseded, or obsolete and provided audited by Auditor of State			
20-37	Financial records: records pertaining to financial transactions including accounts receivable, accounts payable, bank statements, requisitions, warrants, deposit receipts, detail reports (checks written during month, current line item balances), cash and account books, receipts, receipt books, canceled checks, vouchers, appropriation adjustments, transfers, encumbered and unencumbered amounts and balances, payroll, Form 11, sales records, monthly expenditure statements, petty cash, cash basis financial report, amended certificates, supplemental appropriations	3 years provided audited by Auditor of State	Paper and/or electronic		
20-38	FMLA (Family Medical Leave Act): Documentation of the needed leave and the time (dates/hours) taken by an employee.	Delaware County HR maintains the records, keeps for 3 years	Paper and/or electronic		

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(1) Sched- ule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Re- quired by LGRP
20-39	Grant applications - not funded	Until audited by the Auditor of State and no longer of administrative value	Paper and/or electronic		
20-40	Grant applications - funded	Paper or electronic copy: Maintain as required by grantor. If retention unspecified, 3 years provided all state or federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Paper and/or electronic		
20-41	I-9 Form	Paper: 3 years after hire date or one year after termination; whichever is longer	Paper and/or electronic		
20-42	Insurance: equipment and liability	Paper or electronic: until audited by Auditor of State and no pending claims. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-43	Inventory: a listing of the types and locations of equipment, supplies, or materials insured by the District and those recommended for disposal	1 year provided audited by Auditor of State	Paper and/or electronic		

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Re- quired by LGRP
20-44	Job descriptions (office copy) (Del County HR does not maintain)	Until superseded or position abolished	Paper and/or electronic		
20-45	Keys/Fobs: assignments for vehicles, equipment, buildings	Until no longer of administrative value or employee no longer employed by DSWCD	Paper and/or electronic		
20-46	Leases - equipment, real estate	Paper or electronic copy: 8 years after expiration	Paper and/or electronic		
20-47	Legal notices as required by ORC, guidelines per ORC and Ohio Administrative Code	1 year provided audited by Auditor of State	Paper and/or electronic		
20-48	Legal opinions regarding SWCD operations - from Delaware County Prosecuting Attorney's office, Ohio Department of Ag, Ohio Attorney General's Office, etc.	Until superseded or no longer of administrative value	Paper and/or electronic		
20-49	Licenses, permits, certifications: documents affirming requirements being met as prescribed (CDLs, pesticide certifications, vendor's license, taxidermy permit, tax ID number, any permit associated with DSWCD operations)	1 year provided audited by Auditor of State and no longer of administrative value	Paper and/or electronic		
20-50	Local Agricultural Easement Purchase Program - Ohio Dept of Ag. Includes maps, title work, reports, application, etc.	Until no longer of administrative value.	Easement is permanent record of Del Co Recorder. All other files are official records of Ohio Dept of Ag.		
20-51	Long range/strategic plan - document outlining the 5 to 15 year future of DSWCD	Until superseded	Paper and/or electronic		

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20-52	Lot split review (development plan), work performed for Delaware County Regional Planning Commission and RPC keeps permanently	Until no longer of administrative value	Paper and/or electronic		
20-53	Mail - communication received from other agencies, commercial entities and outside institutions or individuals for general information purposes	Until no longer of administrative value	Paper and/or electronic		
20-54	Mailing lists for newsletters and email blasts	Paper or electronic copy: until updated, superseded, or obsolete. Remaining copy until no longer of administrative value.	Paper and/or electronic		
20-55	Manuals/handbooks: documents related to activities and operations of the District. May include rules regarding behavior, policies, procedures, and processes.	Paper or electronic copy: until no longer of administrative value and audited by Auditor of State	Paper and/or electronic		
20-56	Meeting minutes - of monthly and special board meetings stating who was in attendance and motions passed	Permanent	Paper / microfilm		✓
20-57	Meeting notes/transcriptions/audio/visual recordings related to 20-56	Retain until transcribed into hard copy and approved	Paper and/or electronic		
20-58	Newsletters created by the District for marketing purposes	1 copy permanent	Paper / microfilm		✓
20-59	News releases created by the District for marketing purposes	Until no longer of administrative value	Paper and/or electronic		✓
20-60	Personnel - driver's license, proof of insurance, employee handbook/policy book acknowledgement for District staff	Paper: until superseded	Paper		

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20-61	Personnel file: A file on each individual employed by Delaware SWCD. File may include application, resume, test papers, evaluations, promotional forms, disciplinary action, service records, resignation letter, Employee Action Forms, awards, certificates, and other general employment forms/paperwork	Employee Action Forms: retain for 10 years after individual no longer employed. Other documents: 5 years after individual no longer employed. Disciplinary action: expunge after 2 years of good behavior.	Paper		
20-62	Personnel medical - kept in locked cabinet (separate from 20-59, 20-60, and FMLA). Includes documents such as medical practitioner excuses and fitness for duty.	Paper and/or electronic: while individual is employed. Once employee no longer employed, then no longer of administrative value and audited by Auditor of State.	Paper and/or electronic		
20-63	Photographs, videos for marketing purposes	Until no longer of administrative value	Paper and/or electronic		✓
20-64	Publications of the District and those of any related profession.	Until no longer of administrative value	Paper and/or electronic		
20-65	Records requests: public requests to inspect and review public records. ORC 149.43.	Paper or electronic until audited by Auditor of State	Paper and/or electronic		

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20-66	Records retention and disposition forms: Forms provided by the State of Ohio that state the records generated by DSWCD and how long the record must be maintained. Forms are a working document when all approval levels have signed the form. Records center maintains permanently.	RC1 and RC3: until audited by the Auditor of State. RC2: until superseded	Paper and/or electronic		
20-67	Scholarships - not awarded (awarded fall under Financial Records)	1 year provided audited by Auditor of State	Paper and/or electronic		
20-68	Social networking records, including website. Treat as correspondence.	Follow correspondence retention.	Paper and/or electronic		
20-69	Subdivision reviews - supporting documentation provided to DCEO (ORC 711)	Retain until final report completed by DCEO	Paper and/or electronic		
20-70	Timber harvest plans: Notice of Intent to perform a timber harvest, a voluntary submittal by landowner. OAC 1501:15-5-01 to 15-5-18.	Paper: 5 years	Paper and/or electronic		
20-71	Surety bond: per ORC 940.05, supervisors shall provide for the execution of surety bonds for all employees and officers who are entrusted with funds	Two years after expiration, provided all claims are settled and audited by Auditor of State			
20-72	Timesheets of employees: Beehive is the electronic software required by the Ohio Soil and Water Conservation Commission. Ohio Department of Agriculture administers the program and houses the software. Delaware SWCD can only view records electronically.	Ohio Department of Agriculture maintains the official records.	Electronic		
20-73	Timesheet corrections: documentation of errors and action taken by administrators to correct	Paper copy until audited by Auditor of State.	Paper		

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20-74	Unemployment compensation: files of former DSWCD employees who applied for unemployment compensation through the state of Ohio	Delaware County HR maintains, keeps for 3 years after final payment and no longer of administrative value	Paper and/or electronic		
20-75	Workers' Compensation: Record of employee related injuries	Delaware County HR maintains. Paper: permanent until microfilmed. Electronic: Until no longer of administrative value. Microfilm: permanent	Paper / Electronic / Microfilm		
20-76	Waivers: forms signed by individuals participating in DSWCD programs/events, releasing DSWCD of liability	Paper or electronic copy: until audited by Auditor of State and no pending claims. Remaining copy until no longer of administrative value.			

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 image records of permanence or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

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