



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

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JUN 23 2021

DELAWARE COUNTY  
 RECORDS CENTER

### RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

**Section A: Local Government Unit**

*(To complete this form online, use "tab" key to jump from box to box.)*

Delaware County Regional Planning  
 (Local government entity) (Unit)  
*Scott Sanders* *Scott Sanders* *Director* *6/15/21*  
 (Signature of responsible official) (Name) (Title) (Date)

**Section B: Records Commission**

Delaware County Records Commission (740) 833-2140  
 Records Commission (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 Barton* *10/13/21*  
 Records Commission Chair Signature Date

**Section C: Ohio History Connection- State Archives**

State Archivist 10-25-2021  
 Signature Title Date

**Section D: Auditor of State**

Signature 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**

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

Delaware County

Regional Planning

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
21-01	<b>Comprehensive Plans:</b> Contains abstract and summary of technical reports	Permanent	Paper and/or Microfilm		<input checked="" type="checkbox"/>
21-02	<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, cash & account books, receipts, receipt books, canceled checks, vouchers, appropriation adjustments, transfers, encumbered & unencumbered amounts, balances, monthly expenditures statements & petty cash	5 years after completion of the State of Ohio Audit	Paper and/or Electronic		
21-03	<b>Final Maps and Final Plans:</b> Drawings and pictorial diagrams noting locations and/or boundary	Permanent	Paper or Microfilm		<input checked="" type="checkbox"/>
21-04	<b>Minutes:</b> Minutes of meetings of planning commission including resolutions authorizing studies and reports concerning the physical, environmental, social, economic and government characteristics, functions and services of the region	Permanent	Paper and/or Microfilm		<input checked="" type="checkbox"/>
21-05	<b>No Plat and Adjacent Property Applications: (Lot split and transfer applications)</b> Includes approved development plans, deeds, legal description and survey	10 years and no longer of administrative value	Paper		<input type="checkbox"/>
21-06	<b>Planning Record:</b> Contains working papers used by staff assigned to a specific project including research notes, related correspondence, preliminary draft and final project report	5 years after completion of the final report	Paper and/or Electronic		
21-07	<b>Project Planning Files:</b> Description of project, correspondences, special reports, studies and any other related documentation/material	5 years after completion of the final report	Paper and/or Electronic		<input type="checkbox"/>
21-08	<b>Project Reports (Final):</b> Contains abstract and summary of technical reports pertaining to project and any related documentation/material	Permanent	Paper and/or Microfilm		<input checked="" type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2)**

**Delaware County**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
21-09	<b>Subdivision Files:</b> Includes staff reports, review agency reports and approved plans	Permanent	Paper and/or Microfilm		<input checked="" type="checkbox"/>
21-10	<b>Technical Reports:</b> Consists of published final reports on studies undertaken by the commission on each subject as land use, housing market, mobile homes, analysis of governmental services, open space, tax residential development, parking and traffic, water supply, population and transportation. (Demographics and development trends).	Permanent	Paper and/or Microfilm		<input checked="" type="checkbox"/>

The Delaware County Regional Planning Commission Executive Committee adopted the Delaware County General Retention and Disposition Schedule at its September 12, 1996 meeting.

The adoption of the department and general RC2 includes all revisions from September 1996 to the present.