



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

OHIO HISTORY CONNECTION

OCTOBER 16 2025

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 County

Coroner

(local government entity)

Dr. Mark Hickman

(unit)  
 County Coroner

9/23/2025

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Delaware County Records Commission

740-833-2140

(telephone number)

2079 US Highway 23 North, PO Box 8006

Delaware

43015

(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.

Date

10/16/2025

Records Commission Chair Signature

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

Amy Hissong

Digitally signed by Amy Hissong  
 Date: 2025.11.07 16:04:56 -05'00'

Government Records Archivist

11/7/2025

Signature

Title

Date

### Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks  
 Date: 2025.11.13 15:50:50 -05'00'

Records Manager

Date

Signature

Title

**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) – Part 2***See instructions before completing 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
25-01	<b>Case Files</b>  <b>Description:</b> Complete history of autopsies, investigation reports, photographs, news clippings, police reports, death certificate, verdicts, correspondences and working notes.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-02	<b>Index to Case Files</b>  <b>Description:</b> Index to all deaths investigated by the Coroner.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-03	<b>Personnel Files</b>  <b>Description:</b> Includes dates of employment, application, positions occupied, salary information, performance appraisals, records of commendation and discipline	Keep paper in office one year post separation then send to County Records Center to be maintained permanently	All Media Type		<input type="checkbox"/>
25-04	<b>Photographs</b>  <b>Description:</b> Photographs taken in the course of an investigation into the death of an individual or during an autopsy.	Permanent	All Media Type		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
25-05	<b>Record Only Cases</b>  <b>Description:</b> Deaths reported to, but not investigated by the Coroner.	One Year after end of Fiscal Year	All Media Types		<input type="checkbox"/>
25-06	<b>Records Requests</b>  <b>Description:</b> Death file Records Request	Follow the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-07	<b>All Other Records Not Addressed by the Above Schedule</b>	Follow the Delaware County General Schedule	All Media Types		<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 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 or the 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