



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

APRIL 29 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

Preservation Parks of Delaware County

General Records

(Local Government Entity)

(Unit)

Mary J. Van Haaften

Executive Director

4/29/25

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Preservation Parks of Delaware County Records Commission

(740) 524-8600 ext 8

(Telephone Number)

2656 Hogback Road

Sunbury

43074

Delaware

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

bhouk@preservationparks.com

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.

Records Commission Chair Signature

Date 4/29/25

Section C: Ohio History Connection - State Archives

Signature **Lealand
Bachus**

Digitally signed by Lealand
Bachus
Date: 2025.05.09 14:11:17
-04'00'

Title **Electronic Records Archivist**

Date **05/09/2025**

Section D: Auditor of State

Signature **Martin E. Meeks**

Digitally signed by Martin E.
Meeks
Date: 2025.05.16 09:06:34 -04'00'

Title **Records Manager**

Date

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

See instructions before completing this form.

Preservation Parks of Delaware County
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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
GEN-001	Correspondence (Transient) - Emails, drafts, telephone 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 communications	Until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party. No Log required.	All media types		<input type="checkbox"/>
GEN-002	Correspondence (Routine) - Emails, referral letters, requests for routine information, publications provided to the public which are answered by a standard letter/response. Does not attempt to influence policy	1 year and until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party No Log required.	All media types		<input type="checkbox"/>
GEN-003	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	2 years and until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party	All media types		<input type="checkbox"/>
GEN-004	Correspondence (Executive) - Emails and correspondence of the heads of the agency and their executive staff dealing with significant aspects of the administration concerning policies, programs, fiscal and personnel matters	5 years and until no longer of administrative value unless correspondence becomes part of an official record. Original sender is responsible party	All media types		<input type="checkbox"/>

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

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GEN-005	Delivery and Packing Slips – Documents received when accepting goods from a carrier or vendor	Until no longer of administrative value provided there are no discrepancies. No Log required	Paper/ Electronic		<input type="checkbox"/>
GEN-006	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	Until no longer of administrative value. No Log required	All media types		<input type="checkbox"/>
GEN-007	Training Materials / Lesson Plans – Material used in training and informational meetings, such as presentation, hand-outs, etc.	Until superseded, obsolete, or replaced Review for historic value No Log required	Paper/ Electronic		<input type="checkbox"/>
GEN-008	Waiver/Releases	3 years	Paper/ Electronic		<input type="checkbox"/>
GEN-009	Permits Special Use, Special Gathering, Geocaching, etc.	5 years after expiration	Paper/ Electronic		<input type="checkbox"/>
GEN-010	Scientific Research Permits	10 years after expiration	Paper/ Electronic		<input type="checkbox"/>
GEN-011	Inventories Janitorial Supplies, Fleet, Tools, & Equipment	Working documents (until superseded) No Log Required	Electronic		<input type="checkbox"/>
ACC-001	Invoices Internal copies of all vendor payments originals sent to County Auditor	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
ACC-002	Requisition Forms Form approving a purchase; used to open a purchase order; includes vendor quotes when required	3 years provided audited	Electronic		<input type="checkbox"/>

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ACC-003	Purchase Orders & Change Forms Internal copies of fiscal obligation to pay vendors <i>Auditor's office maintains for 5 yrs</i>	3 years provided audited	Electronic		<input type="checkbox"/>
ACC-004	Purchase Orders with a Vendor Contract Located separately in contract file	8 years (ORC 2305.06)	Paper/ Electronic		<input type="checkbox"/>
ACC-005	Accounts Receivable-Pay-Ins Internal copies of pay-ins listing funds received <i>Auditor's office maintains for 5 yrs</i>	3 years provided audited	Electronic		<input type="checkbox"/>
ACC-006	Annual Budgets Copies of approved budgets	5 years provided audited	Electronic		<input type="checkbox"/>
ACC-007	Annual Financial Statements Prepared by County Auditor/reviewed and submitted to the Hinkle system by the County Auditor	5 years provided audited	Electronic		<input type="checkbox"/>
ACC-008	Bi-Annual Audit Reports State Auditors' financial status reports	10 years	Paper/ Electronic		<input type="checkbox"/>
ACC-009	Policies & Procedures Internal Accounting Manual and Purchasing Manual	Until Superseded, + 5 years	Paper/ Electronic		<input type="checkbox"/>
ACC-010	Tax Settlement Sheets Report of amount of real estate tax funding received	4 years	Paper/ Electronic		<input type="checkbox"/>
ACC-011	Ten Mill Certificates Schedule A	5 years	Paper/ Electronic		<input type="checkbox"/>
ACC-012	Certificate of Estimated Resources Certifies amount of available resources ORC 5705.36 County Auditor maintains permanently	5 years	Paper/ Electronic		<input type="checkbox"/>
ACC-013	Vendor W-9's Forms to certify vendors tax id #'s. Permanent files maintained by County Auditor.	3 years	Electronic		<input type="checkbox"/>
ACC-014	Records Retention Documents (RC-2) Listing of all records and the retention schedule and listing of disposed records	RC-2 until superseded	Paper/ Electronic		<input type="checkbox"/>

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ACC-015	Records Retention Documents (RC-1 & RC-3) Listing of disposed records	Permanent	Paper and Electronic	<input type="checkbox"/>
ADM-001	Board Packets Includes monthly department & fiscal reports and other agenda topic information	Permanent	Paper and Electronic	<input type="checkbox"/>
ADM-002	Board Minutes Details of each meeting <i>Notes for meetings retained until final minutes approved.</i>	Permanent	Paper and Electronic	<input checked="" type="checkbox"/>
ADM-003	Board Resolutions Approvals required by the Board	Permanent	Paper and Electronic	<input checked="" type="checkbox"/>
ADM-004	Leases and Agreements Signed leases and agreements	5 years after expiration	Paper/ Electronic	<input type="checkbox"/>
ADM-005	Insurance Policies Property and Liability Policies	5 years after expiration, provided all claims settled and appeals exhausted	Paper/ Electronic	<input type="checkbox"/>
ADM-006	Insurance Claims Property damage claims	2 years after finalized	Paper/ Electronic	<input type="checkbox"/>
ADM-007	Property Files For existing property- Includes purchase agreements, recorded deeds easements, and environmental covenants, legal documents, property restrictions, historical documents	Permanent	Paper and Electronic	<input checked="" type="checkbox"/>
ADM-008	Property Files Real estate tax exemption	Permanent – Held by Delaware County Auditor	Paper/ Electronic	<input type="checkbox"/>
ADM-009	Property Files CAUV	Permanent – Held by Delaware County Auditor	Paper/ Electronic	<input type="checkbox"/>
ADM-010	Potential Property Files All documents relating to potential land acquisitions	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>
ADM-011	Bonds Surety bonds for Board commissioners and Law Enforcement staff	10 years after Bond Expires	Paper/ Electronic	<input type="checkbox"/>

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ADM-012	Awarded Federal & State Grants Includes application, award letter, financial documents, revenue producing activities, close out	6 years provided audited	Paper and electronic	<input type="checkbox"/>
ADM-013	Vehicle Records	Until sold	Paper/ Electronic	<input type="checkbox"/>
ADM-014	Litigation Records Any legal claims	5 years after case is closed and all appeals are exhausted	Paper and electronic	<input type="checkbox"/>
ADM-015	Meeting Agendas Pertaining to any meeting	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>
ADM-016	Feasibility Studies Findings used to make executive decisions	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>
ADM-017	Surveys Completed surveys used to help make executive decisions	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>
HR-001	Benefit Plan Documents	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>
HR-002	Complaint Files Employee Complaints	Active then 10 years	Paper and Electronic	<input type="checkbox"/>
HR-003	I-9 forms Verifies identity and employment authorization	10 years after departure	Paper/ Electronic	<input type="checkbox"/>
HR-004	Seasonal Employee Personnel Files All personnel and hiring paperwork	7 years after inactive	Paper/ Electronic	<input type="checkbox"/>
HR-005	Employment Applications not hired	1 year	Paper/ Electronic	<input type="checkbox"/>
HR-006	Employee Handbook Includes Policies and Procedures	Until Superseded, + 5 years	Electronic	<input type="checkbox"/>
HR-007	Job Descriptions Details about each job	Until Superseded + 5 years	Electronic	<input type="checkbox"/>
HR-008	Job Postings Available jobs for hiring	3 years	Electronic	<input type="checkbox"/>

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HR-009	Leave Requests Approved forms for taking leave time	3 years after departure	Paper/ Electronic	<input type="checkbox"/>
HR-010	Comp Time, Overtime, Personal Time, and Holiday	3 years after departure	Paper/ Electronic	<input type="checkbox"/>
HR-011	Full Time/Part Time Personnel Files Employment applications, new hire paperwork, background checks, tax info, acknowledgements, evaluations, pay history, training completed, disciplinary memos, written warnings	60 years	Paper and/or Electronic	<input type="checkbox"/>
HR-012	Time Sheets Records of non-exempt employee hours worked	3 years provided audited	Paper/ Electronic	<input type="checkbox"/>
HR-013	Payroll Reports Records of non-exempt employee hours worked	Auditor's office maintains	Electronic	<input type="checkbox"/>
HR-014	Wage Survey Reports Report of salaries of other park districts and agencies	Until Superseded + 5 years	Electronic	<input type="checkbox"/>
HR-015	Workplace Injury Reports Employee incident information	5 years after incident	Paper/ Electronic	<input type="checkbox"/>
HR-016	Accident Reports Employee accident reports	7 years	Paper/ Electronic	<input type="checkbox"/>
LE-001	Equipment Maintenance Files Manuals and maintenance records	Until no longer have equipment	Paper/ Electronic	<input type="checkbox"/>
LE-002	Evidence	Court Mandated approval to destroy	Paper/ Electronic	<input type="checkbox"/>
LE-003	Firearms/LE Training Records Includes pistol, shotgun, rifle qualifications	10 years after departure	Paper/ Electronic	<input type="checkbox"/>
LE-004	Release of Claim Form	3 years	Paper/ Electronic	<input type="checkbox"/>
LE-005	Junk vehicle records	3 years	Paper/ Electronic	<input type="checkbox"/>
LE-006	Work Schedule Park Officer's monthly work schedule	Current year + 1 year	Electronic	<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*Preservation Parks of Delaware County
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LE-007	Daily Logs Log of Park Officers' daily activities	5 years	Electronic		<input type="checkbox"/>
LE-008	Incident Reports Includes Park violations, misdemeanors, citations, domestic violence	Current year, + 5 years	Electronic OHLEG Paper		<input type="checkbox"/>
LE-009	Traffic Crash Reports Records of any traffic accident on Park property	5 years	Paper		<input type="checkbox"/>
LE-010	Written Warnings Issued to visitors	5 years	Paper		<input type="checkbox"/>
LE-011	OPOTA Officer Roster Listing of current commissioned officer serving with agency	Working document; until superseded	Electronic OHLEG		<input type="checkbox"/>
LE-012	Policies & Procedures Duties and Policies of Park Officers	Until superseded, + 5 years	Electronic		<input type="checkbox"/>
LE-013	Emergency Procedures Manual Includes natural disasters and other emergency situations on SharePoint	Until superseded, + 5 years	Electronic		<input type="checkbox"/>
LE-014	Felony Reports	20 years after the case closed, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
LE-015	Homicides & Death Reports	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
LE-016	Arrest Record	50 years	Paper and/or Electronic		<input type="checkbox"/>
LE-017	Missing Persons Reports	20 years, or until found	Paper and/or Electronic		<input type="checkbox"/>
LE-018	Subpoenas, Summonses, & Warrants	Until discharged	Paper and/or Electronic		<input type="checkbox"/>
LE-019	Recordings – Body Worn Cameras	90 days, providing no action pending No Log Required	Electronic		<input type="checkbox"/>
LE-020	Recordings – Audio files Voice Recorders	90 days, providing no action pending No Log Required	Electronic		<input type="checkbox"/>

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LE-021	Recordings – Surveillance Videos/Photographs Footage documenting daily actions of employees and visitors within an office and/or on its grounds for security purposes	Retain 30 days provided no action pending No Log Required	Electronic	<input type="checkbox"/>
LE-022	Park Rules and Regulations	Until superseded	Paper and/or Electronic	<input type="checkbox"/>
LE-023	Professional Accountability form	5 years	Paper and/or Electronic	<input type="checkbox"/>
LE-024	Property/Incident/Trespass Numbers log Spreadsheet used to track categories above	25 years	Electronic	<input type="checkbox"/>
LE-025	Property Room Forms	5 years after disposition	Paper and/or Electronic	<input type="checkbox"/>
LE-026	Property Room – Disposal Logs & Court Orders	20 years	Electronic	<input type="checkbox"/>
LE-027	Property Room Entry/Exit Logs	5 years	Paper	<input type="checkbox"/>
LE-028	Park Property Boundary Checklist	3 years	Paper	<input type="checkbox"/>
LE-029	Ride-Along Waiver form	3 years	Paper	<input type="checkbox"/>
LE-030	Trespass form	3 years, or until expires or deceased	Paper	<input type="checkbox"/>
MKT-001	Photographs/Videos	Until information is no longer current, then appraise for historical value	Paper and/or Electronic	<input type="checkbox"/>
MKT-002	Historic Photographs/Videos	Permanent	Paper and/or Electronic	<input checked="" type="checkbox"/>
MKT-003	News Media articles Clippings and scanned articles	3 years after event	Paper and Electronic	<input type="checkbox"/>
MKT-004	News Releases Announcements for public information	Permanent	Paper and Electronic	<input type="checkbox"/>

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MKT-005	Weekly Media Advisories Announcement of upcoming programs	Until no longer needed	Electronic	<input type="checkbox"/>
MKT-006	Advertisements print, digital, & video ads	Until no longer needed	Paper and electronic	<input type="checkbox"/>
MKT-007	Brochures General info and park	Permanent	Paper and electronic	<input type="checkbox"/>
MKT-008	Event Calendars	Current year + 3 years	Electronic	<input type="checkbox"/>
MKT-009	Program Guides	Permanent	Paper and electronic	<input type="checkbox"/>
MKT-010	Event Fliers & Posters Informational notices	Until no longer administrative value	Paper and electronic	<input type="checkbox"/>
MKT-011	Public Records Requests	3 years provided audited	Paper/ Electronic	<input type="checkbox"/>
MKT-012	Social Networking Records: Blogs, Twitter, Facebook, Instagram, and related applications <u>Duplicate records:</u> Public records linked or posted and retained elsewhere <u>Transitory Records:</u> General Postings, comments, feedback & related records	<u>Duplicate Records:</u> Until no longer administrative value <u>Transitory:</u> 7 days from date of post	Electronic	<input type="checkbox"/>
MKT-013	Social Networking Records Deleted comments (excluding spam or malware)	3 years	Electronic	<input type="checkbox"/>
NR-001	Biological Information	Permanent	Paper/ Electronic	<input type="checkbox"/>
NR-002	Prescribed Burns Applications and Plans	3 years	Paper/ Electronic	<input type="checkbox"/>
NR-003	Pesticide Application Record Sheets	3 years	Paper/ Electronic	<input type="checkbox"/>

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NR-004	Pesticide Training Verification	3 years	Paper/ Electronic	<input type="checkbox"/>
NR-005	Mitigation Files	Until no longer administrative value	Electronic	<input type="checkbox"/>
NR-006	Monitoring Reports	12 years	Paper/ Electronic	<input type="checkbox"/>
OC-001	Program and Event Files Information relating to programs	Until no longer administrative value	Paper and electronic	<input type="checkbox"/>
OC-002	Visitation Records Tracking visitations to the parks and programs.	10 years	Paper/ Electronic	<input type="checkbox"/>
OC-003	Shelter Reservations Reservation request and confirmation	2 years after reservation	Electronic	<input type="checkbox"/>
OC-004	Volunteer Manuals Policies and procedures for volunteers	Until superseded	Paper/ Electronic	<input type="checkbox"/>
OC-005	Volunteer Background checks/personnel files	1 year after no longer volunteer	Electronic through Vologistics	<input type="checkbox"/>
OC-006	Volunteer Publications	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>
OC-007	Volunteer Database List of volunteers	Until superseded or updated	Electronic through Vologistics	<input type="checkbox"/>
OC-008	Program Attendance Records # of people at a program	Until superseded or updated	Electronic	<input type="checkbox"/>
OC-009	Donor/Deed of Gift Forms Farm collection donations	Permanent	Paper and electronic	<input type="checkbox"/>
OC-010	Historical Documents Site/cultural history	Permanent	Paper and electronic	<input checked="" type="checkbox"/>
OC-011	Collections Database Listing of all collections	Until superseded or updated	Paper/ Electronic	<input type="checkbox"/>
OC-012	State & Federal Wild Animal/Taxidermy Reports	Until no longer administrative value	Paper/ Electronic	<input type="checkbox"/>

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OC-013	Taxidermy/Wild Animal Inventory	Until superseded or updated	Electronic		<input type="checkbox"/>
OC-014	Livestock Records	Updated on-going	Paper/ Electronic		<input type="checkbox"/>
OPS-001	Pesticide Application Record Sheets	3 years	Paper/ Electronic		<input type="checkbox"/>
OPS-002	Pesticide Training Verification	3 years	Paper/ Electronic		<input type="checkbox"/>
OPS-003	Project Records Annual Plan of Operation	Current year + 3 years	Electronic		<input type="checkbox"/>
OPS-004	Maintenance Files Includes equip. owner's manuals	Until no longer have equip	Paper/ Electronic		<input type="checkbox"/>
OPS-005	Fuel Reports	3 years	Paper/ Electronic		<input type="checkbox"/>
OPS-006	Vehicle Inspections	Until Vehicle is sold	Electronic		<input type="checkbox"/>
OPS-007	Material Safety Data Sheets All products that PPDC uses	Current year + 30 years	Paper/ Electronic		<input type="checkbox"/>
OPS-008	Fleet Records	Until superseded or updated	Electronic		<input type="checkbox"/>
OPS-009	Traffic Counts	3 years	Electronic		<input type="checkbox"/>
OPS-010	Playground Inspections	7 years	Paper/ Electronic		<input type="checkbox"/>
OPS-011	Fire Extinguisher Inspections Record of Inspections	3 years	Paper/ Electronic		<input type="checkbox"/>
OPS-012	Facility Assessments	Until superseded or updated	Electronic		<input type="checkbox"/>

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PLA-001	Concept Drawings, Exhibits, Field Notes	Until no longer needed or superseded	Electronic	<input type="checkbox"/>
PLA-002	Construction Files Contracts and change orders	Calendar year + 15 years after completed	Electronic	<input type="checkbox"/>
PLA-003	Project Files Minutes, field reports, testing, shop drawings, Maps, contractor payment	Life of facility or until no longer administrative value	Paper and/or electronic	<input type="checkbox"/>
PLA-004	Engineering Plans Final design, engineering plans, and feasibility study	Life of facility or until no longer administrative value	Paper and/or electronic	<input type="checkbox"/>
PLA-005	Bids Construction-Awarded	Life of facility or until no longer administrative value	Paper and/or electronic	<input type="checkbox"/>
PLA-006	Bids Construction-not awarded	Calendar year + 5 years	Electronic	<input type="checkbox"/>
PLA-007	Plats & Land Surveys	Permanent	Paper and/or Electronic	<input checked="" type="checkbox"/>
PLA-008	Appraisals Final appraisals	Until no longer administrative value	Paper and/or electronic	<input type="checkbox"/>
PLA-009	Request for Proposals/Qualifications	Calendar year + 2 years	Electronic	<input type="checkbox"/>
PLA-010	Awarded Federal & State Grants Includes application, award letter, financial documents, revenue producing activities, close out	6 years provided audited	Paper and/or electronic	<input type="checkbox"/>
PLA-011	Permits, Inspections, Agency Approvals, system inspections	Until no longer administrative value	Electronic	<input type="checkbox"/>
PLA-012	Comprehensive Plans	Until no longer administrative value	Electronic	<input type="checkbox"/>

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

