



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 OCTOBER 16 2024
 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	Job and Family Services (JFS)
(Local Government Entity)	(Unit)
(Signature of Responsible Official)	(Title)
	9-24-24
(Name)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County Records Commission			(740) 833-2140
(Address)	(City)	(Zip Code)	(Telephone Number)
2079 US Rte. 23 North	Delaware	43015	Delaware

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.

	10/16/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Electronic Records Archivist	10/25/2024
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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Delaware County****Job and Family Services (JFS)**

(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	
JFS-01	CASE FILES Children Service Case Records (OAC 5101:2-48-23) Adoption (OAC 5101:2-20-4) Adult Protective Services (OAC 5101:2-33-23) Case Records for Children Services Documents used to determine eligibility, program enrollment, assessment of needs, planning of services, monitoring tools/forms, incident occurrences, follow-up investigation, referral for services, information releases, establish compliance/eligibility for client or recipient to participate in specific programs, official records such as Court filings, Police reports, or records used to document case management, benefits, license regulations, adoptions and placement.	Permanent	All Media Types		
JFS-02	PUBLIC ASSISTANCE FILES Ohio Works First (OWF), Aid to Dependent Children (ADC), Temporary Assistance for Needy Families (TANF) Food Assistance (FA) Medicaid Child Care Work Force Investment Act (WIA), Disability Assistance (DA) Prevention, Retention and Contingency (PRC) Home Energy Assistance Program (HEAP)	4 years after closed provided no action pending	All Media Types		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Delaware County****Job and Family Services (JFS)**

(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	
JFS-03	Kinship Permanency Incentive Program (KPIP) (ORC 5101.802) All client forms, letters, verifications and documentation pertaining to the eligibility for public assistance programs and fiscal records and accountability documents relative to the benefits received. Includes but is not limited to claims and documentation of lost benefits (OAC 5101:4-1-05 (D)(3))		All Media Types		
JFS-04	STATE AND COUNTY INVESTIGATION REPORT Includes food stamps, cash assistance and any other fraud control report	5 years provided no action pending	All Media Types		
JFS-05	QUALITY CONTROL CASE FINDINGS Federal and State audit findings in cases reviewed for quality control	3 years	All Media Types		
JFS-06	ACTIVE OVERPAYMENT/CLAIMS FILES Includes client name, case number, referral and outcome. Documents include referral data, claim, budgets and repayment agreement	10 years after closed	All Media Types		
JFS-07	JFS MANAGEMENT AND OPERATIONS REPORT ODJFS 2750 (CSEA), ODJFS 2820 (Children Services), ODJFS 2827 (Public Assistance), ODJFS 2820 and ODJFS 2827 Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs	5 years provided audited	All Media Types	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	
JFS-08	JFS COMPLIANCE REPORTS ODJFS 4290 (FTE report), ODJFS 4235 (Income Eligibility Verification System IEVS), ODJFS 4280 and 4281 (IV-E reports), ODJFS 4282 (Social Services Block Grant Summary)	5 years provided audited	All Media Types		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Delaware County****Job and Family Services (JFS)**

(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	
	All reports to state and federal governments to meet fiscal and program compliance requirements		All Media Types		
JFS-09	JFS FINANCIAL RECORDS Records pertaining to financial allocations and transactions including bank statements, pay-ins to treasury, purchase orders, requisitions, invoices, reports, cash and account books, receipts, canceled checks, vouchers, financial assistance to client and payments to service providers	3 years provided audited	All Media Types		
JFS-10	RANDOM MOMENT SAMPLE (RMS) RECORDS Federally approved time recording method documenting time and effort allocation used for state to claim federal reimbursement including correspondence, reports, program plans and may include copies of contracts	3 years provided audit report released	All Media Types		
JFS-11	SERVICE PROVIDER FILES Records of social services providers utilized by the agency such as child care, elder care, may include copies of contracts	3 years after termination of services, provided audited	All Media Types		
JFS-12	LOGS Documents and tracks payments, complaints and investigation, location attempts, sign-in and sign-out information and any related paperwork	5 years provided no action pending	All Media Types		

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 JFS retention schedule are to be retained in accordance with the Delaware County General Retention Schedule.

The retention periods specified are either required by statute or have been determined by acceptable and best practices. 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.