



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: Local Government Unit

Delaware Public Health District			
(Local Government Entity)		(Unit/Department)	
	Garrett Guillozet	Health Commissioner	8/28/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

Chris Shaw	Records Commission	740-833-2141	
		(Telephone Number)	
2079 US Rte 23 North, PO Box 8006, Delaware, 43015 Delaware County			
(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 the [Ohio Revised Code, §121.22](#), 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 retains a permanent copy of this form

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

See instructions before completing this form.

DPHD (Local Government Entity)		Community Health (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
CH-01	Child/Overdose/Suicide Fatality Review Board Records	5 years	Electronic		<input type="checkbox"/>
CH-02	Community Health Reports (Community Health Assessment, Community Health Improvement Plan, Health Impact Assessment)	10 years	Electronic		<input type="checkbox"/>
CH-03	Car Seat permission forms and purchasing forms	5 years	Electronic		<input type="checkbox"/>
CH-04	Ohio Buckles Buckeye Distribution form	3 years	Electronic		<input type="checkbox"/>
CH-05	Grant Records and all supporting documents	5 years from grant end or date of application denial	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

DPHD (Local Government Entity)		Environmental Health (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
EH-01	Ohio Environmental Protection Agency grant documentation	6 years	Electronic		<input type="checkbox"/>
EH-02	Delaware-Knox-Marion-Morrow (DKMM) grant documentation	3 years after state audit	Electronic		<input type="checkbox"/>
EH-03	Animal Bite Investigation and all supporting documents	6 years	Electronic		<input type="checkbox"/>
EH-04	School inspections and all supporting documents	3 years	Paper		<input type="checkbox"/>
EH-05	MHP inspections, reports, and all supporting documents	5 years from date of inspection report	Paper		<input type="checkbox"/>
EH-06	Mosquito Management Pesticide Application records	5 years after application	Paper Electronic		<input type="checkbox"/>
EH-07	Mosquito Management Arboviral reports	5 years after completion	Paper Electronic		<input type="checkbox"/>
EH-08	Mosquito Management Trapping reports	5 years after reporting	Paper Electronic		<input type="checkbox"/>
EH-09	Mosquito Management equipment calibration records	5 years after completion	Paper Electronic		<input type="checkbox"/>
EH-10	Food service operations. Retail Food Establishment, Mobile & Vending inspections, complaints and all supporting documents	5 years (including after facility closure)	Electronic		<input type="checkbox"/>
EH-11	FSO, RFE, Mobile Vending and Temp License applications and complaints	2 years	Electronic		<input type="checkbox"/>
EH-12	Food Facility Plans	1 year after facility closes	Electronic		<input type="checkbox"/>
EH-13	Transmittals and Audit Reports (ODH & ODA)	3 years after provided audit by ODH/ODA	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	<input checked="" type="checkbox"/>

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

See instructions before completing this form.

EH-14	Cost Methodology	1 year after State Survey	Electronic		<input type="checkbox"/>
EH-15	State survey for Food Program	6 years	Electronic		<input type="checkbox"/>
EH-16	Plumbing permit, applications, and installation records	5 years	Electronic Paper		<input type="checkbox"/>
EH-17	Plumbing inspections	3 years	Electronic Paper		<input type="checkbox"/>
EH-18	Plumbing Plan Reviews/ Isometrics	1 year	Electronic		<input type="checkbox"/>
EH-19	Plumbing Contractor Registrations	2 years	Electronic Paper		<input type="checkbox"/>
EH-20	RV Park/Camp Applications, licensing, inspections, and complaint records	5 years	Electronic		<input type="checkbox"/>
EH-21	RV Park/Camp Plans	1 year after licensed facility closes	Electronic		<input type="checkbox"/>
EH-22	Temporary Park/Camp applications, licenses, inspections, and all supporting documents	5 years	Electronic		<input type="checkbox"/>
EH-23	Resident Camp applications, licenses, inspections, and all supporting documents	5 years	Paper		<input type="checkbox"/>
EH-24	Resident Camp Plans	1 year after licensed facility closes	Paper		<input type="checkbox"/>
EH-25	Swimming Pool/Spa/Special Use Pool applications, licenses, inspections, complaints, and all supporting documents	5 years- closed facility existing inspections held 5 years after closure	Electronic		<input type="checkbox"/>
EH-26	Swimming Pool/Spa/Special Use Pool plans, state inspections and equipment notifications	1 year after licensed facility closes	Electronic		<input type="checkbox"/>
EH-27	Tattoo and Body Piercing applications, inspections, operation approvals and all supporting documents	5 years- closed facility existing inspections held 5 years after closure	Paper		<input type="checkbox"/>
EH-28	Tattoo and Body Piercing Establishment Plans	1 year after licensed facility closes	Paper		<input type="checkbox"/>
EH-29	State survey for Rec programs	6 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

EH-30	License transmittals and audit reports	3 years provided audited by ODH	Electronic		<input type="checkbox"/>
EH-31	Sewage Installation Applications and Permits and all supporting documents including nuisance complaints	Permanent or 1 year after system abandonment per ORC-3701-29-09 (K)	Electronic Paper		<input type="checkbox"/>
EH-32	Sewage Treatment Design Approval ORC-3701-29-09(a)(4)	5 years after approval provided no change in site conditions or site design including sewage source	Electronic Paper		<input type="checkbox"/>
EH-33A	Sewage System Operations applications, permits and all supporting documents	1 year after system abandonment	Electronic		<input type="checkbox"/>
EH-33B	Sewage System Operations applications, permits and all supporting documents	Permanent	Paper		<input type="checkbox"/>
EH-34	Sewage System Operations Inspections (any information including assessment, inspections, and maintenance of septic systems)	7 years per ORC-3701-29-09 (K)	Electronic Paper		<input type="checkbox"/>
EH-35	Sewage Installer, Sewage Hauler, Service Provider information and all supporting documents including truck inspections	2 years	Electronic Paper		<input type="checkbox"/>
EH-36	Residential and Commercial, Lot split/subdivision reviews	Permanent	Paper		<input type="checkbox"/>
EH-37	Residential and Commercial Sewage system designs, site and soil reviews	5 years unless Ohio Rule or Law Supersedes	Paper		<input type="checkbox"/>
EH-38	Sewage System Abandonment Records	Permanent or one year after system abandonment per ORC-3701-29-09(K)	Paper		<input type="checkbox"/>
EH-39	Septic Systems Real Estate Inspection Reports	5 years	Electronic		<input type="checkbox"/>
EH-40	Private Water System applications, permit, tests, sample results, inspections and all supporting documents	Permanent	Electronic Paper		<input type="checkbox"/>
EH-41	Private Water Real Estate Inspection Reports	5 years	Paper		<input type="checkbox"/>
EH-42	Sewage System Complaint Files and all supporting documents	3 years after closure	Electronic Paper		<input type="checkbox"/>

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

*See instructions before completing this form.*

EH-43	Private Sewage and Private Water Enforcement and Administrative Hearing Records	5 years	Electronic Paper		<input type="checkbox"/>
EH-44	Private Sewage and Private Water surveys/audits	6 years	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

DPHD (Local Government Entity)		Fiscal (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <b>For use by LGRP only</b> RC-3 Required
FIS-01	Annual Budgets and all supporting documents	10 years	Electronic		<input type="checkbox"/>
FIS-02	Annual Fiscal Reports	10 years	Electronic		<input type="checkbox"/>
FIS-03	Receipts, Pay-ins (daily and weekly)	3 years after audit	Paper		<input type="checkbox"/>
FIS-04	Purchase Orders	3 years after audit	Electronic		<input type="checkbox"/>
FIS-05	Payroll Deductions	3 years	Electronic		<input type="checkbox"/>
FIS-06	Requisitions/ Vouchers	3 years	Electronic		<input type="checkbox"/>
FIS-07	Cash Reports- County Auditor System Generated Report	4 years	Electronic		<input type="checkbox"/>
FIS-08	Invoices and all supporting documents	3 years	Paper		<input type="checkbox"/>
FIS-09	Audit Reports (IRS, Federal, State, Internal)	10 years	Electronic		<input type="checkbox"/>
FIS-10	Appropriation Certifications	4 years after state audit	Electronic		<input type="checkbox"/>
FIS-11	Appropriation Requests	4 years after state audit	Electronic		<input type="checkbox"/>
FIS-12	Expenditure Report	5 years	Electronic		<input type="checkbox"/>
FIS-13	Grant Files- includes federal, state, or other grant expenditure and use of grant funds records	4 years after audit	Electronic		<input type="checkbox"/>
FIS-14	Liability Insurance Policy	4 years (provided all claims are	Paper		<input type="checkbox"/>

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

*See instructions before completing this form.*

		settled)			
FIS-15	Monthly Financial Summaries	4 years after state audit	Electronic		<input type="checkbox"/>
FIS-16	Payroll Records	4 years after state audit	Electronic		<input type="checkbox"/>
FIS-17	Revenue Report	4 years after state audit	Electronic		<input type="checkbox"/>
FIS-18	Transfers/Advances	4 years after transfers and advances are paid back and after state audit	Electronic		<input type="checkbox"/>
FIS-19	Travel Expense Reports	4 years	Paper		<input type="checkbox"/>



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

See instructions before completing this form.

DPHD (Local Government Entity)		Preventative Health (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PH-01	Individual Patient Medical Records	6 years after last contact	Electronic		<input type="checkbox"/>
PH-02	Infectious Disease Case Investigations	6 years after last contact	Electronic		<input type="checkbox"/>
PH-03	Outbreak Investigation Records	6 years after last contact	Electronic		<input type="checkbox"/>
PH-04	Grant Records and all supporting documents	5 years from grant end or date of application denial	Electronic		<input type="checkbox"/>
PH-05	Adult Immunization Records	6 years	Electronic		<input type="checkbox"/>
PH-06	Child Immunization Records	6 years or until age 24 whichever is greater	Electronic		<input type="checkbox"/>
PH-07	Refrigerator Temperature Logs	3 years	Electronic		<input type="checkbox"/>
PH-08	Medical Standing Orders	6 years	Electronic		<input type="checkbox"/>
PH-09	ODRS Infectious Disease Records	6 years after last contact	Electronic		<input type="checkbox"/>
PH-10	TB Skin Test records (negative)	6 years	Electronic		<input type="checkbox"/>
PH-11	TB Skin Test records (positive)	Permanent	Electronic		<input type="checkbox"/>
PH-12	TB X-Rays (no longer created)	Permanent	Paper until converted to electronic		<input type="checkbox"/>
PH-13	Authorization for the release of medical information	6 years from date of request	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

PH-14	Consent Forms (for treatment, financial responsibility, and registration)	6 years	Electronic		<input type="checkbox"/>
PH-15	CMH (Children with Medical Handicaps)	Client reaches 30 years of age and file has been inactive for 7 years	Electronic		<input type="checkbox"/>
PH-16	Infectious Waste Generation Logs	3 years	Electronic		<input type="checkbox"/>
PH-17	Lead Investigation/Case Reports	Client reaches 21 years old	Electronic		<input type="checkbox"/>
PH-18	Medicare Billing Records	10 years	Electronic		<input type="checkbox"/>
PH-19	Prenatal Clinical Care Charts (no longer created)	28 years	Electronic		<input type="checkbox"/>
PH-20	Emergency Preparedness Plans	Until superseded or no longer of administrative value	Electronic		<input type="checkbox"/>
PH-21	Emergency Preparedness Equipment Inventories	Until superseded or no longer of administrative value	Electronic		<input type="checkbox"/>
PH-22	Medical Reserve Corps documentation	5 years	Electronic		<input type="checkbox"/>
PH-23	Exercise Documents (After Action Reports and Improvement Plan, Exercise plan documents)	5 years	Electronic		<input type="checkbox"/>
PH-24	Billing Worksheets	6 years	Electronic		<input type="checkbox"/>
PH-25	Communicable Disease Reports	6 years	Electronic		<input type="checkbox"/>
PH-26	Clinic Billing Records (private insurance, Medicaid, and cash pay records of payment for clinic services)	6 years after reconciliation	Electronic		<input type="checkbox"/>
PH-27	Clinic Care Charts (for screenings/assessments such as cholesterol, blood pressure, blood sugar, pregnancy tests and newborn home visits)	6 years after last contact	Electronic		<input type="checkbox"/>
PH-28	HIPAA Documentation (agency training, surveys, breach investigation notes/reports)	6 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

DPHD (Local Government Entity)		Vital Statistics (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
VS-01	Affidavits for Birth and Death Certificates	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
VS-02	Birth and Death Certificate Applications	3 years after audit	Paper Electronic		<input type="checkbox"/>
VS-03	Veteran's Affairs (VA)/Government Copy Applications	2 years	Paper Electronic		<input type="checkbox"/>
VS-04	Birth Records	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
VS-05	Death Records – including Fetal Death Report	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
VS-06	Burial Permits – including Burial Transit Applications	5 years	Paper Electronic		<input type="checkbox"/>
VS-07	Home Birth Worksheets	1 year	Paper Electronic		<input type="checkbox"/>
VS-08	Vital Statistics Reports – including ODH monthly and quarterly reports, security paper verification form, etc.	1 year	Paper Electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

DPHD (Local Government Entity)		Information Technology (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
IT-01	Equipment Inventory Lists	Until Superseded	Electronic		<input type="checkbox"/>
IT-02	Equipment Disposal Records	3 years	Electronic		<input type="checkbox"/>
IT-03	Email	Follow retention schedule for said topic	Electronic		<input type="checkbox"/>
IT-04	Staff Electronic Outlook Calendar	1 year	Electronic		<input type="checkbox"/>
IT-05	Help Desk Reports	1 year	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

DPHD (Local Government Entity)		WIC (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
WIC-01	Fair Hearing Files- all written requests and all written records of verbal requests for a Fair Hearing; the written decision of the Hearing Officer and a copy of the notification of the decision; whichever agency, State or local, conducting the hearing, shall have the responsibility of preserving the complete written record of the hearing.	5 years	Paper		<input type="checkbox"/>
WIC-02	Financial Records- Includes quarterly expenditure reports, approved project budgets, project budget revisions, and all supporting documentation (cancelled checks, contract copies, insurance policies, receipts, purchase orders, equipment/inventory lists, equipment and nutrition education request form, etc.)	4 years	Paper		<input type="checkbox"/>
WIC-03	General Administration: Grant applications and conditions, advisory committee files, State/Federal correspondence, Program Activity Reports, subpoenas and search warrants, written job orientation plans for new health professionals, VENA training and observation summary form.	5 years	Electronic		<input type="checkbox"/>
WIC-04	General Administration: Outreach files, documentation of calibration of hematological equipment, the most recent obsolete Policy and Procedure disk.	2 years	Paper		<input type="checkbox"/>
WIC-05	Nutrition Education Reports: group nutrition education attendance records, high risk plan	4 years	Paper		<input type="checkbox"/>
WIC-06	Nutrition Education Reports/Evaluations: Lesson plans, authorization of non-WIC mid certification NE forms, current master NE materials file. Central log for closet formula issuance, individual participant surveys. Ohio WIC State Supplied Pump and Kit Issuance Only. Ohio WIC Loaned/Single-user Electric Breast Pump Survey.	2 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

WIC-07	System Records: Automated Response System Report when used as the ONLY proof of an appointment reminder.	4 years	Paper		<input type="checkbox"/>
WIC-08	System Records: Participation by Priority and Category Report. Food instrument stubs, Beginning of Day and End of Day reports	2 years after state audit	Paper		<input type="checkbox"/>
WIC-09	WIC Participant Records: Entire contents of initially ineligible, terminated, and waitlisted participant records	5 years	Paper		<input type="checkbox"/>
WIC-10	WIC Participant Records: Combined Program Application forms that are referrals from other agencies and the applicant declines services or cannot be contacted	5 years	Paper		<input type="checkbox"/>
WIC-11	Vendor Records: Vendor complaints, participant complaints, Vendor Site Visit Checklist, Vendor Error Letters, Training Sign Out Sheets, letters to vendors giving notice of training dates, list of all contracted vendors	4 years	Paper		<input type="checkbox"/>
WIC-12	WIC Waiting List	5 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

DPHD (Local Government Entity)		General (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
GEN-01	Annual Reports	Permanent	Electronic		<input checked="" type="checkbox"/>
GEN-02	Contracts and Memorandum of Understanding	15 years	Electronic		<input type="checkbox"/>
GEN-03	Certificate of Record Disposal (RC3)	5 years	Paper		<input type="checkbox"/>
GEN-04	Transient Records	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-05	DPHD Developed Trainings, Presentations, and all supporting documents	3 years	Electronic		<input type="checkbox"/>
GEN-06	Board Records/ Proceedings	Permanent	Electronic		<input checked="" type="checkbox"/>
GEN-07	Letters of Support	3 years	Electronic		<input type="checkbox"/>
GEN-08	Photo / Media Release	6 years	Electronic		<input type="checkbox"/>
GEN-09	Public Health Accreditation Board documents and annual reports	6 years	Electronic		<input type="checkbox"/>