

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

(Local Government Entity)

(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
25-01	Agency Client Form to Release/Exchange Info <i>Documents used to obtain consent for the release and/or exchange of client information between agencies, ensuring compliance with privacy regulations.</i>	5 years after client's disenrollment	All Media Types		<input type="checkbox"/>
25-02	Accident Reports/Event Reports/Files <i>Records detailing accidents, incidents, or other significant events involving transit vehicles, facilities, or personnel.</i>	5 years provided no action pending - no minors involved	All Media Types		<input type="checkbox"/>
25-03	Accounts Payable Documents <i>Records related to outgoing payments, including invoices, check stubs, and online receipts for services, goods, and other operational expenses.</i>	5 years	All Media Types		<input type="checkbox"/>
25-04	Accounts Receivable Documents <i>Records tracking incoming payments, including invoices, payment receipts, and reconciliations of outstanding balances.</i>	5 years	All Media Types		<input type="checkbox"/>
25-05	Annual Single Audit Report <i>A comprehensive financial review conducted annually to ensure compliance with federal, state, and local regulations, particularly for grant-funded operations.</i>	Permanent – at 50 years appraise for historical value	All Media Types		<input checked="" type="checkbox"/>
25-06	Audio and Video Recordings: Buses and/or at Facilities <i>Recordings from surveillance systems used for security, incident investigations, and compliance with safety protocols.</i>	Audio/Video recordings will be rewritten according to manufacturer's specifications unless notice of incident.	All Media Types		<input type="checkbox"/>
25-07	Audit Reports (Federal, State and Internal) <i>Official reports documenting financial, operational, and compliance audits conducted by federal, state auditors to assess the agency's fiscal responsibility and adherence to regulations.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>

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25-08	Bid Requests, Requests for Proposals (RFP), Requests for Quotes (RFQ) and Correspondence (awarded bids become contracts) <i>Documents related to the procurement process, including solicitation for goods or services, evaluation criteria, vendor correspondence, and final awarded contracts.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-09	Bids (unsuccessful) <i>Proposals submitted by vendors or service providers that were not selected for award, retained for reference and compliance purposes.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-10	Blue Prints <i>Architectural and engineering drawings for transit facilities, infrastructure projects, and vehicle modifications, used for construction, maintenance, and reference.</i>	Reference the Delaware County General Schedule	All Media Types		<input checked="" type="checkbox"/>
25-11	Board Meeting Agendas, Resolutions, Minutes and Notes. <i>The official written record of proceedings from Delaware County Transit Board's regular and special meetings, including meeting agendas, approved resolutions, detailed minutes, and any supporting notes or documentation. These records serve as a historical account of the Board's actions and decisions.</i>	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-12	Bulletins, Posters and Notices to Employees <i>Internal communications such as announcements, updates, and policy notices provided to employees, including posters displayed in common areas or official bulletins related to workplace policies, safety procedures, or organizational changes.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>

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25-13	Claims: Property Damage or Personal Injury <i>Documentation related to claims filed for property damage or personal injury involving Delaware County Transit vehicles, facilities, or operations. This includes claim forms, incident reports, correspondence, and resolution outcomes.</i>	6 years after case closes and age of majority if minor at event - stored at Ohio Transit Risk Pool (OTRP)	All Media Types		<input type="checkbox"/>
25-14	Complaints/Compliments: General Operations, ADA, Title VI <i>Records documenting formal and informal feedback from customers or members of the community regarding Delaware County Transit's operations. This includes general service complaints or compliments, as well as those specifically related to compliance with the Americans with Disabilities Act (ADA) or Title VI of the Civil Rights Act. Documentation may include complaint forms, correspondence, resolution notes, and follow-up actions taken by the agency.</i>	5 years	All Media Types		<input type="checkbox"/>
25-15	Contracts and Agreements <i>Agreements that procure goods and/or services. Records documenting publicizing, hearings, awarded bids, paperwork relating to the contract</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-16	Correspondence with Claimant <i>Communication between Delaware County Transit and individuals filing claims related to property damage, personal injury, or other incidents requiring resolution.</i>	6 years unless minor or wrongful Death involved, then see above - stored at OTRP	All Media Types		<input type="checkbox"/>
25-17	Correspondence with Legal Counsel <i>Records of legal communications, written correspondence with legal representatives, and official court transcripts related to active or closed legal matters involving Delaware County Transit.</i>	10 years - stored at OTRP	All Media Types		<input type="checkbox"/>
25-18	Correspondence (Routine) <i>Emails, referral letters, requests for routine information, publications provided to the public which are answered by a standard letter/response.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>

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25-19	Correspondence (Transient) <i>Emails, drafts, telephone messages and other limited documents that do not set policy. Message serves to convey information of temporary importance.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-20	Court Transcripts <i>Official records and transcripts of court proceedings involving Delaware County Transit. These documents include verbatim accounts of hearings, depositions, and other court-related events that are part of legal cases or disputes.</i>	6 years after case settled - stored at OTRP	All Media Types		<input type="checkbox"/>
25-21	Deferred Compensation Records <i>Documentation of deferred compensation, including monthly payment invoices, contribution summaries, and wage scales related to employee compensation.</i>	5 years	All Media Types		<input type="checkbox"/>
25-22	Directories, Phone Lists, Rosters <i>Lists such as phone numbers, email addresses, staff roster, committee membership, schedules and flowcharts</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-23	Employee Compensation Wage Scales <i>Documentation outlining the wage and salary structure for employees at Delaware County Transit. This includes pay scales, salary ranges, and compensation policies that govern employee compensation, bonuses, and benefits within the agency.</i>	Until superseded	All Media Types		<input type="checkbox"/>
25-24	Employee Drug and Alcohol Records <i>Records related to pre-employment, random, post-accident, and reasonable suspicion drug and alcohol testing in compliance with federal and state transportation regulations.</i>	5 years after employee termination	All Media Types		<input type="checkbox"/>
25-25	Employee Medical Records <i>Documentation of employee medical conditions, work-related injuries, medical certifications, or fitness-for-duty evaluations, maintained in accordance with privacy and health regulations.</i>	7 years	All Media Types		<input type="checkbox"/>
25-26	Employee Pay Records – Payroll reports and pay stubs <i>Documentation of employee pay, including payroll reports, pay stubs, tax withholdings, and related payment records.</i>	5 years	All Media Types		<input type="checkbox"/>

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25-27	Employee Personnel File <i>Comprehensive documentation of an individual's employment history at Delaware County Transit, including employment applications, evaluations, training records, disciplinary actions, performance reviews, and other relevant employment history documents.</i>	Permanent	All Media Types		<input type="checkbox"/>
25-28	Employment Application Non-Hired <i>Applications submitted by candidates who were not hired, including resumes, applications, and interview notes.</i>	5 years	All Media Types		<input type="checkbox"/>
25-29	Equipment & Vehicle Inventories <i>Records detailing the inventory of all agency-owned equipment, vehicles, and related assets, including descriptions, identification numbers, and status updates.</i>	5 years, or until audited	All Media Types		<input type="checkbox"/>
25-30	Facility Inspection Records <i>Documentation of facility inspections performed to ensure safety and regulatory compliance, including maintenance inspections, safety audits, and facility condition reports.</i>	5 years	All Media Types		<input type="checkbox"/>
25-31	Farebox Reconciliation Sheets <i>Daily reconciliation records of fare revenue collected from passengers.</i>	5 years	All Media Types		<input type="checkbox"/>
25-32	Farebox Sign Out Sheets <i>Daily logs showing which farebox was assigned to each driver, including documentation of when the farebox was returned and reconciled.</i>	5 years	All Media Types		<input type="checkbox"/>
25-33	Financial Reports: Monthly, Quarterly, Semiannual, Annual <i>Financial statements and reports summarizing agency income, expenses, and financial performance on a periodic basis.</i>	5 years	All Media Types		<input type="checkbox"/>

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25-34	Fire Inspection Records <i>Annual inspection reports completed by the Delaware City Fire Department to ensure compliance with local fire codes and safety regulations.</i>	Until inspected	All Media Types		<input type="checkbox"/>
25-35	Federal Transit Administration's Electronic Clearing House Operation (FTA ECHO) <i>Records of invoices and transactions related to grant funds accessed through the Federal Transit Administration's Electronic Clearing House Operation (ECHO) system.</i>	5 years	All Media Types		<input type="checkbox"/>
25-36	Fuel Usage Record <i>Documentation tracking fuel consumption for agency vehicles, including fuel receipts, logs, and usage summaries.</i>	5 years	All Media Types		<input type="checkbox"/>
25-37	Garnishment Orders Post January 2015 <i>Court-issued orders for wage garnishments processed after January 1, 2015.</i>	3 years after employee termination	All Media Types		<input type="checkbox"/>
25-38	Garnishment Orders Prior to January 2015 <i>Court-issued orders for wage garnishments processed before January 1, 2015.</i>	At Delaware County Auditor	All Media Types		<input type="checkbox"/>
25-39	General Orders, Directives, Policies, Rules, Regulations or Procedures <i>Official documents outlining operational procedures, internal policies, and regulations governing the operations of Delaware County Transit.</i>	Until superseded, retain one copy until audited.	All Media Types		<input type="checkbox"/>
25-40	Grant Files <i>Documentation related to grant funding, including grant agreements, tracking spreadsheets, reconciliations, and compliance reports.</i>	5 years	All Media Types		<input type="checkbox"/>
25-41	Grievance Hearing Records <i>Records related to employee grievances, including hearing notes, resolution documentation, and case outcomes.</i>	1 year after employee leaves employment	All Media Types		<input type="checkbox"/>

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25-42	Image Files <i>Visual documentation of people, places, events, and operational activities used for promotional, investigative, or historical purposes.</i>	Until no longer of administrative value	All Media Types		<input type="checkbox"/>
25-43	Insurance Enrollment Record <i>Documentation of employee annual enrollment and benefit selections for medical, dental, vision, and life insurance coverage.</i>	5 years	All Media Types		<input type="checkbox"/>
25-44	Insurance Policies and Records <i>Records of agency-held insurance policies, including coverage details, policy terms, and claims history.</i>	Permanent	All Media Types		<input type="checkbox"/>
25-45	Leave Requests <i>Employee-submitted forms requesting time off from work, including vacation, sick leave, and other personal leave.</i>	Until no longer administratively necessary	All Media Types		<input type="checkbox"/>
25-46	Legal Advertisements and Notices <i>Public notices, advertisements, and legal announcements published in local newspapers or online platforms in compliance with legal requirements.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-47	Licenses, Permits and Certifications <i>Official documents required for operations, including business licenses, facility permits, and professional certifications.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-48	Litigation Records <i>Records related to legal actions, lawsuits, or claims involving Delaware County Transit, including court filings and settlements.</i>	6 years after case closed and appeals exhausted	All Media Types		<input type="checkbox"/>
25-49	Litigation Records files for minors <i>Legal documentation for cases involving individuals under the age of 18, including court records, correspondence, and legal proceedings.</i>	6 years after age of majority	All Media Types		<input type="checkbox"/>
25-50	Manuals, Handbooks and Directives <i>Agency-issued manuals, employee handbooks, and internal directives outlining policies, procedures, and operational guidelines.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>

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25-51	Material Safety Data Sheets (MSDS) for chemicals <i>Safety documentation for chemicals and hazardous materials used in agency operations, including handling instructions and safety protocols.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-52	Media Releases <i>Official statements or press releases issued by Delaware County Transit to the media or public regarding agency operations, events, or service changes.</i>	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-53	Minutes of Meetings – Approved Minutes of Official Meetings (Non-Board) <i>Approved minutes from internal agency meetings, excluding official board meetings, documenting discussions, decisions, and action items.</i>	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-54	Monthly Bank Account Reconciliations: Checking and payroll accounts with Richwood Banking Company, STAR Account, Insured Cash Sweep Account <i>Monthly reconciliation records for the agency's checking, payroll, and savings accounts with banking institutions.</i>	5 years	All Media Types		<input type="checkbox"/>
25-55	Ohio Public Employees Retirement System (OPERS) Reports/Payments <i>Monthly reports and electronic payments for employee and agency contributions to the Ohio Public Employees Retirement System (OPERS).</i>	10 years	All Media Types		<input type="checkbox"/>
25-56	Organizational Chart <i>A visual representation of Delaware County Transit's internal organizational structure, including roles and reporting lines.</i>	Until superseded, obsolete or replaced	All Media Types		<input type="checkbox"/>
25-57	Para-Transit Rider File: Information for passengers approved for paratransit service	Permanent until Rider is Deceased. Deceased Files to be Destroyed.	All Media Types		<input type="checkbox"/>

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25-58	Pass Purchase Log <i>A list of general transit passes purchased by individuals or agencies, including purchase details and transaction records.</i>	5 years	All Media Types		<input type="checkbox"/>
25-59	Passenger Code of Conduct Occurrences/Penalties <i>Documentation of violations of the Delaware County Transit Board (DCTB) Passenger Code of Conduct Policy, including recorded incidents and corresponding penalties imposed.</i>	5 years	All Media Types		<input type="checkbox"/>
25-60	Pay-In Sheets and Supporting Documentation <i>Farebox reconciliation records, including receipts for pass purchases, copies of checks received for fares and passes, bank deposit receipts, and pay-in sheets listing all funds deposited.</i>	5 years	All Media Types		<input type="checkbox"/>
25-61	Policies and Agreements Ohio Transit Risk Pool (OTRP) <i>Documents outlining Delaware County Transit's risk and liability coverage through the Ohio Transit Risk Pool (OTRP).</i>	Permanent	All Media Types		<input type="checkbox"/>
25-62	Procurement Forms <i>Required documentation for Federal Transit Administration (FTA) procurements, including Disadvantaged Business Enterprise (DBE) and Independent Cost Estimate (ICE) forms.</i>	5 years following completion if no pending action	All Media Types		<input type="checkbox"/>
25-63	Public Meeting Notices <i>Official notices announcing public meetings held by Delaware County Transit, including meeting agendas and schedules.</i>	5 years	All Media Types		<input type="checkbox"/>
25-64	Public Records Requests <i>Documentation of requests for public records, including the request details, agency response, and provided documents.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-65	Publications <i>Promotional and educational materials distributed to the public, such as flyers, brochures, advertisement cards, and other marketing content.</i>	Until superseded or obsolete. Retain one copy permanently.	All Media Types		<input type="checkbox"/>

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25-66	Purchase Orders <i>Documentation of approved purchases, including order details, vendor information, and purchase authorization records.</i>	5 years	All Media Types		<input type="checkbox"/>
25-67	Records Retention Documents (i.e. RC-1, RC-2 and RC-3) <i>Official forms used for records retention, transfer, and disposal as required by state and local recordkeeping regulations.</i>	Reference the Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-68	Ridership, Passenger Fares, General Trip Information <i>Data related to passenger ridership, fare collections, and general trip details, including trip logs and reports.</i>	Permanent	All Media Types		<input type="checkbox"/>
25-69	Settlements/Releases <i>Documentation of legal settlements and releases related to claims involving Delaware County Transit.</i>	Permanent - stored at OTRP	All Media Types		<input type="checkbox"/>
25-70	Signed Contract Slip Verifications <i>Trip details signed by passenger and/or driver for completed contract trips</i>	5 years	All Media Types		<input type="checkbox"/>
25-71	Specialized Passenger Services Applications <i>Applications, interviews, and approvals for paratransit and other specialized transit services provided to eligible passengers.</i>	Permanent	All Media Types		<input type="checkbox"/>
25-72	Surveys and Questionnaires <i>Surveys and questionnaires issued to the public and/or passengers to collect feedback on Delaware County Transit services.</i>	Until no longer of administrative value (Title VI surveys kept until FTA audit)	All Media Types		<input type="checkbox"/>
25-73	Time Sheets <i>Employee records of hours worked and leave time taken, reported on a daily basis for each pay period.</i>	5 years	All Media Types		<input type="checkbox"/>
25-74	Training, Public Relations, and Education Materials <i>Training materials, audiovisual aids, and public education documents used for internal agency training sessions and community outreach presentations.</i>	Until obsolete or superseded. Appraise for historical value.	All Media Types		<input type="checkbox"/>

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25-75	Travel Expense Records <i>Employee mileage and travel expense reimbursement forms, including supporting documentation for payment processing.</i>	5 years	All Media Types		<input type="checkbox"/>
25-76	Trip Requests by Contract <i>Requests for trips received from agencies with contractual agreements for Delaware County Transit to provide transportation services for their clients.</i>	5 years	All Media Types		<input type="checkbox"/>
25-77	Unemployment Compensation Records post January 2015 <i>Documentation of unemployment compensation claims and agency responses processed after January 1, 2015.</i>	5 years	All Media Types		<input type="checkbox"/>
25-78	Unemployment Compensation Records prior to January 2015 <i>Documentation of unemployment compensation claims and agency responses processed before January 1, 2015.</i>	At Delaware County Auditor	All Media Types		<input type="checkbox"/>
25-79	Uniform Record <i>Forms documenting uniform items issued to employees and verification of uniform returns upon separation from employment.</i>	5 years	All Media Types		<input type="checkbox"/>
25-80	Unsolicited Mail <i>Miscellaneous mail, including anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, and informational brochures that do not require formal retention. Postal records - documentation related to postal transactions, including registered/certified mail logs, insured mail receipts, and postal meter usage records.</i>	Until no longer administratively necessary	All Media Types		<input type="checkbox"/>
25-81	USCIS Form I-9, Employment Eligibility Verification <i>Federally required form used to verify an employee's identity and employment authorization in the United States.</i>	Three years after date of hiring or one year after date of employee's termination whichever is greater	All Media Types		<input type="checkbox"/>

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25-82	Vehicle Inspection Form <i>Pre- and post-trip inspection records completed by drivers, annual vehicle inspection reports, routine maintenance inspection records, and biannual wheelchair lift inspections for each vehicle.</i>	1 year after vehicle disposal	All Media Types		<input type="checkbox"/>
25-83	Vehicle Maintenance Records <i>Records of all maintenance, preventive services, and repairs performed on each Delaware County Transit vehicle.</i>	1 year after vehicle disposal	All Media Types		<input type="checkbox"/>
25-84	Vehicle Mileage Records <i>Documentation tracking the current mileage of each vehicle in the fleet for maintenance and operational purposes.</i>	1 year after vehicle disposal	All Media Types		<input type="checkbox"/>
25-85	Voided Checks <i>Financial records of voided agency-issued checks, including documentation of reason for voiding.</i>	5 years	All Media Types		<input type="checkbox"/>
25-86	W-2 Forms post January 2015 <i>Employee wage and tax statements issued after January 1, 2015.</i>	At Richwood Bank	All Media Types		<input type="checkbox"/>
25-87	W-2 Forms prior to January 2015 <i>Employee wage and tax statements issued before January 1, 2015.</i>	At Delaware County Auditor	All Media Types		<input type="checkbox"/>
25-88	W-4 Forms prior to January 2015 <i>Employee withholding allowance certificates completed after January 1, 2015, for tax deduction purposes.</i>	At Delaware County Auditor	All Media Types		<input type="checkbox"/>
25-89	W-4 Forms post January 2015 <i>Employee withholding allowance certificates completed before January 1, 2015, for tax deduction purposes.</i>	5 years	All Media Types		<input type="checkbox"/>
25-90	Work Schedules for Drivers and Dispatchers <i>Employee work schedules, including shift assignments for drivers and dispatchers, detailing work hours, days off, and any schedule changes.</i>	Until no longer of administrative value	All Media Types		<input type="checkbox"/>

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25-91	Workers Compensation Records <i>Documentation of workers' compensation claims, including claim forms, medical evaluations, benefits awarded, and case resolutions.</i>	Reference the Delaware County HR Schedule	All Media Types		<input type="checkbox"/>
25-92	Wrongful Death Claims <i>Legal records of claims filed against Delaware County Transit involving allegations of wrongful death, including case files, court documents, and settlement agreements.</i>	Permanent	All Media Types		<input type="checkbox"/>