Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

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

City of Delaware		Department of Administrative Services
(Local Government Entity)		(Unit)
Whitney Faust	Whitney Faust	HR SPECIALIST
(Signature of Responsible Official)	(Name)	(Title) (Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Delaware	Records Commission		(740)203-1013
1 S. Sandusky Street	Delaware	43015	(Telephone Number) Delaware
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:
sdinovo@cityofdelawareoh.gov

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.

	3/10/2026
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

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.

City of Delaware — Department of Administrative Services

(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
DAS-21-001	Recruitment Files: Includes public notice/employment announcement for open positions, job description, applications and related documents (examination materials and scores, background investigations, polygraph tests, interview notes, references, occupational health and psychological examination).	7 years	MULTI		☐
DAS-21-002	Director Level Recruitment File: Includes public notice/employment announcement for open positions, job description, applications and related documents (examination materials and scores, background investigations, polygraph tests, interview notes, references, occupational health and psychological examination) for director level positions.	7 years or until the next hiring process for that position, whichever is longer.	MULTI		☐
DAS-21-003	Active Personnel File: Includes the following materials: • Application and pre-employment paperwork (including conditional offer of employment, letter of appointment and oaths of office) • Counseling, Discipline and Incident Notices (see DAS-007) • Complaints filed by employee • Evaluations • Insurance enrollment & change records • Personnel Action Forms noting pay or status changes • Training and Certification(s) required for position held (Note: All police and fire training and certifications will be maintained, but may be maintained at department level) • Use of Force Reports • Verification of employment for prior services • Miscellaneous records may also be included.	Place in Employee Personnel File and maintain until employee separates from employment, then archived (DAS-008).	MULTI		☐

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

See instructions before completing this form.

City of Delaware — Department of Administrative Services

(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
DAS-21-004	Police and Fire Background Records (Hired): Includes: polygraph, pension physical, drug screen, references, criminal history, psychological indexes and reports.	Place in Employee Personnel File and maintain until employee has successfully completed probation or six months from date of hire, whichever is longer.	MULTI		☐
DAS-21-005	Background investigative report and liability waiver (safety forces)	Place in employee personnel file and maintain for 5 years from date of hire.	MULTI		☐
DAS-21-006	Commendations, Thank You notes from the public, and Articles/Media	Until no longer of administrative value. May be maintained at the department level.	MULTI		☐
DAS-21-007	Counseling, Discipline, and Incident Notices	Maintained in personnel file pursuant to labor contract. If no labor contract applies, continues to be maintained as part of personnel file.	MULTI		☐
DAS-21-008	Archive Personnel File: Includes contents of personnel file plus FMLA, Workers' Compensation, Drug Testing, and Unemployment paperwork	20 years after separation.	MULTI		☐
DAS-21-009	Department of Transportation (DOT) – CDL Testing, Results and Correspondence.	Place in Employee Drug & Alcohol	MULTI		☐

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

See instructions before completing this form.

City of Delaware — Department of Administrative Services

(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
		Testing file and maintain until employee separates from employment, then archived (DAS-008)			
DAS-21-010	Employee Drug Testing Results (probable cause)	Place in Employee Drug & Alcohol Testing file and maintain until employee separates from employment, then archived (DAS-008)	MULTI		☐
DAS-21-011	Union Contracts and Agreements	30 years	MULTI		☐
DAS-21-012	Grievances proceeding to the City Manager level: Includes but is not limited to grievance forms, responses, arbitration decisions, fact finder reports, and mediation reports.	20 years or until no longer of administrative value; whichever is longer.	MULTI		☐
DAS-21-013	Civil Service Files: Include Civil Service Commission Meeting Minutes, Eligibility Lists, and Hearing Case Files	7 years	MULTI		☐
DAS-21-014	EEOC Report	7 years	MULTI		☐
DAS-21-018	Insurance policies	15 years after expiration	MULTI		☐
DAS-21-021	Employee Health Insurance Plan Document	10 years	MULTI		☐
DAS-21-022	Health Insurance Third-party Administration Files – Record of action taken by third party administrator in response to claim submitted.	5 years	MULTI		☐

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

See instructions before completing this form.

City of Delaware — Department of Administrative Services

(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
DAS-21-023	Workers Compensation Claim files: Include initial reports of injury, medical documentation, return to work authorization, correspondence with employee regarding claim	Place in Employee BWC file and maintain until employee separates from employment, then archived (DAS-008).	MULTI		☐
DAS-21-024	Family Medical Leave Act – Requests, medical certification(s), continuation of health insurance, return to work clearance/examinations, fitness for duty and related correspondence.	Place in Employee Medical File and maintain until employee separates from employment, then archived.	MULTI		☐
DAS-21-025	Accommodation Requests	Place in Employee Medical File and maintain until employee separates from employment, then archives (DAS-008)	MULTI		☐
DAS-21-028	Employee Exit Surveys	Maintain until no longer of an administrative, fiscal, legal or historical value	MULTI		☐
DAS-21-029	General Administrative Files	Maintain until no longer of an administrative, fiscal, legal or historical value	MULTI		☐

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

See instructions before completing this form.

City of Delaware — Department of Administrative Services

(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
DAS-21-030	Form I-9	Place In Designated Form I-9 File. Maintain Until Employee Separates from Employment, then Destroy 1 Year After Separation Date or 3 Years from Hire Date, Whichever is Later.	PAPER OR ELECTRONIC		☐
DAS-24-031	Employee Hepatitis B Immunization Records	30 YEARS AFTER SEPARATION	MULTI		☐
DAS-26-032	General Correspondence: Non-Specific Correspondence Related to the General Administration, Function, Policies, Decisions, Procedures, Operations and Other Activities of the City	Maintain Until No Longer of an Administrative, Fiscal, Legal or Historical Value	MULTI		☐
DAS-26-033	Transient Correspondence and Communication Records	Maintain Until No Longer of An Administrative, Fiscal, Legal or Historical Value	MULTI		☐
DAS-26-034	Voicemail, Text Messages, Caller Id Logs	Maintain Until No Longer of an Administrative, Fiscal, Legal or Historical Value	MULTI		☐
DAS-26-035	Ohio Civil Rights Commission / Equal Employment Opportunity Investigation Files Can Include, But May Not Be Limited To, Discrimination Complaint Form or Notice, Investigative Report, Evidentiary Material and Documentation of Findings/Determination.	5 Years After Resolution	MULTI		☐

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

See instructions before completing this form.

City of Delaware — Department of Administrative Services

(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
DAS-26-036	Collective Bargaining Files Can Include Documentation of Previous Contract, Final Contract, Tentative Agreements, Signed Articles, Management Notes/Updates, Mediation/Fact-Finding Reports and Arbitration Decisions (If Applicable).	10 Years	MULTI		☐
DAS-26-037	Employee Identification Photographs	Until Employee Separates Employment or Photo is Updated	ELECTRONIC		☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

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

See instructions before completing this form.

City of Delaware — Department of Administrative Services

(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
					☐
					☐
					☐
					☐
					☐
					☐