Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
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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	Finance Department – Finance Division
(Local Government Entity)	(Unit)

Alycia Ballone	Finance Director	
(Name)	(Title)	(Date)

(Signature of Responsible Official)

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

City of Delaware	Records Commission	**740.203.1013** (Telephone Number)

1 South Sandusky Street	Delaware	43015	Delaware
(Address)	(City)	(Zip Code)	(County)

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

aballone@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.

Records Commission Chair Signature — Date: 3/10/2026

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.

(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
09-00100	Annual budget	50 years appraise for historical value	Digital		☐
09-00102	Annual audit report (Ohio Auditor of State)	10 years	Digital		☐
09-00103	Annual certificate of estimated resources	7 years	Digital		☐
09-00105	Year end transaction registers (vouchers & checks)	20 years	Digital		☐
09-00106	Bonds & coupons	3 years after issue is paid and audited	Paper		☐
09-00107	AP Check registers	10 years provided audited	Digital		☐
09-00108	Cancelled checks – general accounting	Rolling 2-year period	Digital		☐
09-00109	Cancelled checks – payroll	Rolling 2-year period	Digital		☐
09-00110	Annual Detail Revenue Transaction Report	10 years	Digital		☐
09-00111	MTD/YTD revenue reports	3 years	Digital		☐
09-00112	Annual detail expenditure reports	10 years	Digital		☐
09-00114	Banking statements	10 years	Digital		☐
09-00115	Bank deposit slips	3 years provided audited	Paper		☐
09-00119	Assessment records	Until paid & audited	Digital		☐

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(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
09-00120	Tax settlement reports from County Auditor	10 years	Digital		☐
09-00122	Bond transcripts/legal	Until issue is paid, provided audited	Digital		☐
09-00124	Federal grants & agreements	7 years after expiration	Digital		☐
09-00125	Bond register	Permanent	Paper		☐
09-00126	Individual bonds for city employees	10 years after separation from city employment	Digital		☐
09-00127	Personal service contract	3 years	Digital		☐
09-00128	Leases	2 years after expiration provided audited	Digital		☐
09-00132	Employee time sheets	4 years	Digital		☐
09-00133	Bi-weekly payroll reports	Permanent	Digital		☐
09-00134	Year-end wage report	Permanent	Digital		☐
09-00135	Employee payroll deductions file	25 years	Digital		☐
09-00136	W-2 forms	50 years	Digital		☐
09-00137	Annual W-2 summary report	50 years	Digital		☐

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(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
09-00138	Employer quarterly federal tax return	7 years provided audited	Digital		☐
009-00140	Retirement system payments/records	Permanent	Paper/ Digital		☐
09-00141	Retirement system exemption record (waiver)	Permanent	Paper/ Digital		☐
09-00142	Employee payroll files	75 years	Paper/ Digital		☐
09-00143	Maintenance & performance bonds on public improvements	Until expired	Digital		☐
09-00144	Annual department budget preparation documents & worksheets	3 years after final budget approved	Digital		☐
09-00145	MTD/YTD expenditure reports	3 years	Digital		☐
09-00146	Text Messages	Until No Longer of Administrative Value	Multi		☐