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	Finance Department – Finance & Utility Billing Divisions
(Local Government Entity)	(Unit)

J. Ballone	Alycia Ballone	Finance Director	
(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 South 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:
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.

	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.

(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
09-00101	Monthly reports	7 years provided audited	Digital		☐
09-00102	Daily cash reports	7 years provided audited	Digital		☐
09-00112	Monthly industrial readings (book)	3 years provided audited	Digital		☐
09-00115	Water/sewer/refuse payment stubs	90 days	Paper		☐
09-00118	Maps & plans – assignment of numbers	25 years	Digital		☐
09-00119	Shut off lists	3 years	Digital		☐
09-00120	Move in orders	3 years provided audited	Digital		☐
09-00121	Move out orders	3 years provided audited	Digital		☐
-0012309	WCD deposits applied report	7 years provided audited	Digital		☐
09-00125	WCD deposit refunds	5 years provided audited	Digital		☐
24-00126	Credit card receipts	3 years provided audited	Paper		☐
24-00127	Scanned checks; electronically deposited	90 days	Paper		☐

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

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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
26-00128	Text Messages	Until No Longer of Administrative Value	Multi		☐