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		**PUBLIC WORKS**	
(Local Government Entity)		(Unit)	
Wm Ferrigno	**WILLIAM L. FERRIGNO**	**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**
			(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:
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.

DELAWARE, OHIO (Local Government Entity)

PUBLIC WORKS (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
PW-20-00101	E.E.O.C. Compliance Files	5 YEARS	PAPER		☐
PW-20-00102	Annual Departmental Budget (Copy)	Until No Longer of Administrative Value	MULTI		☐
PW-20-00103	Annual Budget Preparation File	Until Final Budget Approved and No Longer of a Fiscal Value	MULTI		☐
PW-20-00104	Inventory of Fixed Assets	Until Revised	MULTI		☐
PW-20-00105	Work Orders/CSR'S	5 Years after Completion of Project	MULTI		☐
PW-20-00106	Bids – Successful	15 years after Completion of Project	MULTI		☐
PW-20-00107	Bids – Unsuccessful	2 Years after Awarding Contract Provided Audited	MULTI		☐
PW-20-00108	Bridge Inspection Reports	Life of Bridge	MULTI		☐
PW-20-00109	City Property File	Until No Longer Possess Property	MULTI		☐
PW-20-00110	Contracts & Agreements (Copies)	15 Years After Expiration	MULTI		☐
PW-20-00111	Contractor's Payroll Records	5 Years Provided No Administrative Value	MULTI		☐
PW-20-00112	Field Notes	3 Years	MULTI		☐

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DELAWARE, OHIO **PUBLIC WORKS**

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
PW-20-00113	Research Files	Until No Longer of Admin. Value	MULTI		☐
PW-20-00114	Utility Testing Records	15 Years	MULTI		☐
PW-20-00115	Traffic Study Files	Until Superseded, Appraise for Historical Value	MULTI		☐
PW-20-00116	Haul Tickets	Until No Administrative Value	MULTI		☐
PW-20-00117	Street Repair Records	Permanent	MULTI		☐
PW-20-00118	Administrative Project Files	Until No Longer of Administrative Value	PAPER		☐
PW-20-00119	Departmental Staff Meeting – Notes	1 Year or Until No Longer of Administrative Value	MULTI		☐
PW-20-00120	Project Review Files	10 Years	MULTI		☐
PW-20-00121	Residential Lot Inspection Files	15 Years	MULTI		☐
PW-20-00122	Preliminary Blueprints & Plans	Until Revised or Discontinued	MULTI		☐
PW-20-00123	Maps	Until Superseded, Appraise for Historical Value	MULTI		☐
PW-20-00124	Record Drawings (Final As-Built Set)	Permanent	MULTI		☐

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DELAWARE, OHIO (Local Government Entity)

PUBLIC WORKS (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
PW-20-00125	Training Manuals & Materials	Until No Longer of Administrative Value	MULTI		☐
PW-20-00126	Professional Organization and Association Files	After Final Payment, Provided Audited or Until No Longer of Administrative Value	MULTI		☐
PW-26-00001	Text Messages	Until No Longer of Administrative Value	DIGITAL		☐
PW-26-00002	Telephone Conversation/Digital Meeting Notes	Until No Longer of Administrative Value	MULTI		☐
PW-26-00003	Vehicle & Equipment Purchase, Insurance, Maintenance, And Sale Records	2 Years after Sale of Equipment Provided Audited	MULTI		☐
PW-26-00004	Fuel Purchase and Sale Records	5 Years Provided Audited	DIGITAL		☐
PW-26-00005	Airport Property Lease Agreements	Until Superseded Or 2 Years after Termination of Agreement	DIGITAL		☐
PW-26-00006	Project Files - New Developments (Final Approved Plans, Design Calculations and Correspondence)	15-Year after Completion of Project	MULTI		☐
PW-26-00007	Project Files - Capital Improvements: (Planning/Admin Files, Final Approved Plans, Design Calculations, Contracts, Specifications, Change Orders, Progress Reports)	15-Years	MULTI		☐
PW-26-00008	Engineering Standards & Specifications (Current & Archived)	Permanent	MULTI		☐

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DELAWARE, OHIO (Local Government Entity)

PUBLIC WORKS (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
PW-26-00009	Acceptance Of Public Improvement Records	Permanent	DIGITAL		☐
PW-26-00010	Construction Inspection Files: Daily Journals, Testing Records, Punch Lists, Photographs, Video	15-Years from Completion of Project	MULTI		☐