DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

OHIO HISTORY CONNECTION
DEC 09 2021
STATE AND LOCAL GOVERNMENT RECORDS

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		City Attorney's Office	
(Local Government Entity)		(Unit)	
DocuSigned by: Natalia Harris AA08A8FA55294D5...	Natalia S. Harris	City Attorney	12/2/2021
(Signature of Responsible Official)	(Name)	(Title)	(Date)

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

	Records Commission		(740) 203-1010
			(Telephone Number)
1 S. Sandusky St.	Delaware	43356	Delaware
(Address)	(City)	(Zip Code)	(County)

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

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.

DocuSigned by:	12/9/2021
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Digitally signed by Fred Previts	State Archivist	12-14-2021
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2021.12.21 08:13:05 -05'00'	**Records Manager**	
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

DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

See instructions before completing this form.

City of Delaware — (Local Government Entity)

City Attorney's Office — (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
09-00001	GENERAL SCHEDULE/CITY-WIDE Vital Correspondence: Correspondence that Documents or Records the Administration of Capital Projects & Purchases, Land & Building Acquisitions and Dispositions and the Decision making of Public Officials, and Personnel Actions involving City Employees or Public Officials.	1 Year(s) Minimum After the receipt or creation o**f** the Correspondenc e.Maintain within related Project orTopic files and retain according to this Retention Schedule.	Multi		☐
09-00002	General Correspondence: Non-specific Correspondence related to the General Administration, Function, Policies, Decisions, Procedures, Operations and other activities of the City.	30 Day(s) And no longer of an administrative, legal or fiscal value. Appraisefor historical value. File according to content.	Multi		☐
09-00003	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and similar unsolicited communications.	Retain until no longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		☐
09-00004	Transient Correspondence & Communication Records	Retain until no longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		☐
09-00005	Drafts, Informal Notes, Reminder Notes.	Retain until no longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		☐
09-00006	Blank Forms	Retain until no longer of Administrative Value.	Multi		☐
09-00007	Bulletins, Poster, General Notices and Displays	Retain until no longer of Administrative Value.	Multi		☐

DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

See instructions before completing this form.

City of Delaware — (Local Government Entity)

City Attorney's Office — (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
09-00008	Computer Generated Administrative & Fiscal Reports (Non-specific)	Retain until no longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		☐
09-00009	Voice Mail, Test Messages, Caller ID Logs, Pager Messaging	Erase or delete when no longer of Administrative Value	Multi		☐
09-00010	General Administrative Files	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		☐
09-00011	Electronic Mail System (Email)	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value. Maintain according to content. (Refer to RC-2) Erase E-Mail that has no significant value.	Multi		☐
09-00012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Computer		☐
09-00013	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of an Administrative or Fiscal Value.	Multi		☐
09-00014	Awards, Newspaper Articles and Clippings	No longer of a Historical Value	Multi		☑
09-00015	**Press and News Releases**	No longer of **aN ADMINISTRATIV E OR** Historical Value	Multi		☑

DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

See instructions before completing this form.

City of Delaware — City Attorney's Office

(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
					☐
09-00016	General Photographs, Negatives and Electronic Images	Maintain until equipment sold, scrapped or no longer the property of the City.	Multi		☑ for historical images
09-00017	Business Cards – Rotary, Rolodex and applicable software files.	Retain until no longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		☐
09-00018	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased	Multi		☐
09-00019	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Retain until no longer of a Admin. or Historical Value.	Multi		☐
09-00020	Lists/Rosters/Informational Directories containing employee contact information	Continually Maintained, Purged and Updated.	Multi		☐
09-00021	Material Safety Data Sheets (MSDS)	Maintain until Revised, Obsolete or Superseded then Destroy (RC-3 Not Required)	Multi		☐
09-00022	Anonymous or Unfounded Complaints	Retain until no longer of an Administrative or Fiscal value.	**MULTI**		☐
09-00023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of Administrative Value.	Multi		☐
09-00024	Professional Organization and Association Files	Return to Submitter or Destroy if not claimed within 30 days	Multi		☐

DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

See instructions before completing this form.

City of Delaware — (Local Government Entity)

City Attorney's Office — (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
09-00025	Equipment Operating & Maintenance Manuals	Maintain until Equipment sold, scrapped or no longer the property of the City.	Multi		☐
09-00026	Equipment Maintenance & Repair Records	1 Year(s) Maintain until Equipment sold, scrapped or no longer the property of the City.	Multi		☐
09-00027	Laws, Regulations and Rules (Local, County, State and Federal)	Maintain until Revised or Rescinded	Multi		☐
09-00028	Policies, Procedures, Rules and Regulations	6 Year(s) After Revised, Superseded or Discontinued.	Multi		☐
09-00029	Public Record Request Forms	1 Year(s)	Multi		☐
09-00030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	25 Year(s) After Revised, Superseded or Discontinued.	**MULTI**		☐
09-00031	Copies-Reading, Informational &Reference	Retain until no longer of Administrative Value, then Destroy (RC-3 Not Required)	Paper		☐
	CITY ATTORNEY SPECIFIC:				☐
09-00100	Annual Report (Copy)	25 Year(s) Appraise for Historical value	**MULTI**		☑
09-00101	Annual Department Budge	5 Year(s)	**MULTI**		☐
09-00102	Annual Budget Preparation Work File	Maintain until Final Budget Approved and no longer of a Fiscal value	**MULTI**		☐

DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

See instructions before completing this form.

City of Delaware — (Local Government Entity)

City Attorney's Office — (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
09-00103	Legal Opinions from the City Attorney	15 Year(s) Appraise for Historical value	**MULTI**		☑
09-00104	Litigation Files	3 Year(s) After case closed	**MULTI**		☐
09-00105	Case Files – Civil	10 Year(s) Provided No claims pending	**MULTI**		☐
09-00106	Research Files	Maintain until no longer of an Admin., Fiscal, Legal or Historical value.	**MULTI**		☐
09-00107	Purchase Orders (Copy)	3 Year(s) Provided Audited	**MULTI**		☐
09-00108	Accounts Payable (Copy)	3 Year(s) Provided Audited	**MULTI**		☐
09-00109	Bi-Weekly Payroll Summary (Copy)	3 Year(s) Provided Audited	**MULTI**		☐
09-00110	Monthly Budget Account Report	1 Year(s)	**MULTI**		☐
09-00111	Monthly Statement of Expenditure Report	1 Year(s)	**MULTI**		☐
09-00112	Monthly Employee Benefits Summary	1 Year(s)	**MULTI**		☐
09-00113	Inventory of Fixed Assets	Until revised or rescinded	**MULTI**		☐
					☐
					☐

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C

DocuSign Envelope ID: C331D38A-74D4-46CB-B727-B2090D1D7AF4

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

See instructions before completing this form.

City of Delaware (Local Government Entity)

City Attorney's Office (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
					☐
					☐
					☐
					☐
					☐