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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	Office of City Manager		
(Local Government Entity)	(Unit)		
DocuSigned by: 18D125B7D1204AD...	R. Thomas Homan	City Manager	12/9/2021
(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 South Sandusky St.	Delaware	43356	United States
(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: 18D125B7D1204AD...	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 08:22:51 -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

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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
09-0001	GENERAL Vital Correspondence: Correspondence that documents or records the administration of capital projects and purchases, land and 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 of 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. Appraise for 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 and 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, then destroy (RC-3 not required)	Multi		☐

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09-00007	Bulletins, posters, general notices, and displays	Retain until no longer of administrative value	Multi		☐
09-00008	Computer generated administrative and fiscal reports (nonspecific)	Maintain until no longer of an administrative value, then destroy. (RC-3 not required). Reports may be reproduced.	Multi		☐
09-00009	Voice mail, text 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 (e-mail)	Retain e-mail that has a significant administrative, fiscal, legal, or historical value. Maintain according to content (refer to RC-2). Erase e0mail 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 of possible	Computer		☐
09-00013	Facsimile logs, cover sheets, confirmation notices, buffer printouts	Maintain until no longer of an	Multi		

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		administrative, fiscal, legal, or historical value.			☐
09-00014	Awards, newspaper articles, and clippings	Maintain until no longer of an administrative, fiscal, legal, or historical value. Then appraise for administrative or historical value	Multi		☑
09-00015	Press and news releases	Maintain until no longer of an administrative, fiscal, legal, or historical value. Then appraise for administrative or historical value	Multi		☑
09-00016	General photographs, negatives, and electronic images	Retain images that have a significant legal, fiscal, administrative, or historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase images that have no significant value. (RC-3 not required)			☑ for historical images

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09-00017	Business cards, rotary rolodex and applicable software files	Maintain until no longer of an 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, chalk boards, easel pads, and electronic media	Continually updated and revised, completed, superseded, or erased	Multi		☐
09-00019	Hourly, daily, weekly, monthly and annual appointment books, records, calendars, schedules, organizer, and planner	Maintain until no longer of a administrative or historical value	Computer		☐
09-00020	Lists, rosters, informational directories containing employee contact information	Continually maintained, purged and updated	Multi		☐
09-00022	Anonymous or unfounded complaints	Maintain until no longer of an administrative or legal 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	Retain until no longer of administrative value	Multi		☐
09-00025	Equipment operating and maintenance materials	Maintain until equipment scrapped or no longer the property of the City	Multi		☐

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(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
09-00026	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		☐
09-0029	Public record request forms	1 year(s)	Multi		☐
09-00030	Ohio Public Records compliance folder (May contain appropriate RC-1, RC-2, RC-3 forms)	25 years after revised, superseded, or discontinued	Paper		☐
09-00031	Copies- reading, information, and reference	Maintain until no longer of an administrative value, then destroy. (RC-3 not required).	Paper		☐
	OFFICE OF THE CITY DIRECTOR SPECIFIC				☐
09-00100	Annual City budget – copy (original maintained in finance)	5 year(s)	Multi		☐
09-00101	Annual City budget preparation and work file	5 year(s) after final budget approved	Multi		☐
09-00102	Petitions (copies)	10 year(s)	Multi		☐
09-00103	Legal notices	3 year(s)	Multi		☐

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09-00104	Annexation files (originals) deeds and mortgages	Permanent	Multi		☑
09-00105	Certifications of publishing legal notices	2 year(s) and no longer of an administrative or legal value	Multi		☐
09-00106	Media cards	Maintain until no longer of an administrative value, then destroy.	Multi		☐
09-00107	Bi-weekly report to City Council (from the City Manager)	50 year(s) Appraise for historical value	Multi		☑
09-00108	Charter review files	50 year(s) Appraise for historical value	Multi		☑
09-00109	Capital Improvement Plans	10 year(s) after completion of final project report	Multi		☐
09-00110	Reports from City departments (excluding annual reports)	5 year(s) and no longer of an administrative value	Multi		☐
09-00111	Employee dispute case files	10 year(s) after final date of approval	Multi		☐
09-00112	Capital improvement plans preparatory and work files	3 year(s) after final date of approval	Multi		☐
09-00113	Special project files	5 year(s) after rejection or completion of project	Multi		☐
09-00114	Union contracts and agreements – negotiations, work files, and notes	7 year(s) after expiration or modification and no claims pending	Multi		☐

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09-00115	Reports from City departments (excluding annual reports)	5 year(s) and no longer of an administrative value	Multi		☐
09-00116	Grievance hearing files	15 year(s)	Multi		☐
09-00117	Arbitration and mediation reports	15 year(s)	Multi		☐
09-00118	Fact finder reports	15 year(s)	Multi		☐
09-00119	Union contracts and agreements	15 year(s)	Multi		☐
09-00120	City of Delaware special event files	4 year(s) Appraise for historical value	Multi		☑
09-00121	Reference of Delaware – special events file	Until no longer of administrative value	Paper		☐
	TRANSFERRED FROM DEPARTMENT OF ADMINISTRATIVE SERVICES - 2021				☐
21-00122	**BID PROPOSALS AND SUBMISSIONS – INCLUDES ACCEPTED AND NOT ACCEPTED BIDS**	**5 YEARS AFTER COMPLETION OF PROJECT**			☐
21-00123	**VENDOR CONTRACTS**	**15 YEARS AFTER EXPIRATION**			☐
21-00124	**BONDS OF CITY OF DELAWARE OFFICIALS AND EMPLOYEES**	**10 YEARS AFTER SEPARATION FROM CITY EMPLOYMENT**			☐
21-00125	**ACCIDENT AND INJURY REPORTS – CITY VEHICLES AND PROPERTY**	**4 YEARS AFTER CASE IS CLOSED**			☐

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21-00126	**RISK MANAGEMENT FILES**	**6 YEARS IF NO CLAIM OR LEGAL ACTION PENDING**			☐
21-00127	**CONSTRUCTION AND RENOVATION PROJECT MANAGER FILES - INCLUDES CORRESPONDENCE REGARDING PROJECT, CHANGE ORDERS, AND PROJECT SCHEDULES**	**6 YEARS**			☐
21-00128	**FACILITIES PROJECTS PLANS AND DRAWINGS – AS BUILT: MAINTAINED IN EACH FACILITY BY PUBLIC WORKS DEPARTMENT.**	**PERMANENT**			☐