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Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
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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		Oak Grove Cemetery	
(Local Government Entity)		(Unit)	
DocuSigned by: Justin Nahvi 4F1B54F6B1A416...	Justin Nahvi	Finance Director	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
1807A5573D1204AD... Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Digitally signed by Fred Previts	State Archivist	12-15-2021
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2021.12.21 09:38:07 -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.

City of Delaware — (Local Government Entity)

Oak Grove Cemetery — (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
21-00-145	Cash Book Journal	Until annual audit is completed for the year the record was created	Paper		☐
21-00-146	Deeds	Paper until scanned, Digital Permanent	Paper & Digital		☑
21-00-147	Special Endowment Care reconciliations	Permanent	Digital		☐
21-00-148	Burial Permits	5 years	Paper & Digital		☐
21-00-149	Transient correspondence	Until no longer of Adm. value	Various		☐
21-00-150	Bank Deposit Receipts (copies)	1 year	Paper		☐
21-00-151	Friends of Oak Grove donation correspondence, names & addresses	Until no longer of Adm. value	Digital		☐
21-00-152	Plat Books	Permanent	Paper & Digital		☑
21-00-153	Individual lot owner and interment cards	Paper until scanned, Digital Permanent	Paper & Digital		☑
21-00-154	Interment request order forms	1 year	Paper		☐
21-00-155	Receipts	Paper until scanned, Digital Permanent	Paper & Digital		☐

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City of Delaware — (Local Government Entity)

Oak Grove Cemetery — (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
21-00-156 21-00-157	Unsolicited Correspondence/ Unsolicited Mail/ Unsolicited Email and similar unsolicited communications	Until no Until no longer of Adm. value	Paper & Digital		☐
21-00-158	Reading, informational and reference materials regarding cemetery	Until no longer of Adm. value	Paper & Digital		☐
21-00-159	Foundation request order forms	5 years	Paper		☐
21-00-160	Signed & notarized consent forms and letters	Paper until scanned, Digital Permanent	Multi		☐
21-00-161	Blank forms	Until no longer of Adm. value	Paper		☐
21-00-162	Cemetery lot purchase contracts	Paper until scanned, Digital Permanent	Paper & Digital		☐
21-00-163	Cemetery lot repurchase contracts	Paper until scanned, Digital Permanent	Paper & Digital		☐
21-00-164	Policies, procedures, rules & regulations and job responsibilities listings	5 years after change	Digital		☐
21-00-165	Section maps (paper, scans & microfiche negatives for Oak Grove & St. Mary)	Paper until scanned, Digital Permanent	Multi		☑
21-00-166	Indigent burial applications forms	Paper until scanned, Digital Permanent	Paper Digital		☐

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City of Delaware — (Local Government Entity)

Oak Grove Cemetery — (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
21-00-167	Monthly/Yearly interment report (tracks # of interments)	30 years Post Audit	Digital		☐
21-00-168	Monthly/Yearly reconciliation report	1 years Post Audit	Digital		☐
21-00-169	Monthly/Yearly revenue comparison report	5 years Post Audit	Digital		☐
21-00-170	Monthly/Yearly lot sale report	10 years Post Audit	Digital		☐
21-00-171	Customer payment ledger	Paper until scanned, Digital Permanent	Paper & Digital		☐
21-00-172	Price List	5 years after change	Digital		☐
21-00-173	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	Until no longer of Adm. value	Digital		☐
21-00-174	Voice Mails, Text Messages	Until no longer of Adm. value	Digital		☐
21-00-175	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	Until no longer of Adm. value	Multi		☐
21-00-176	List/Rosters/Informational Directories containing employee contact information	Until no longer of Adm. value	Multi		☐
21-00-177	Deed Index Book	Until no longer of Adm. value	Multi		☐
21-00-178	Miscellaneous pictures and articles relating to cemetery	Until no longer of Adm. value	Multi		☐
21-00-179	Deed and Interment consecutive # listing	Permanent	Paper		☑

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City of Delaware — (Local Government Entity)

Oak Grove Cemetery — (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
21-00-180	Oak Grove Cemetery Property Deeds	Paper until scanned, Digital Permanent	Multi		☐
21-00-181	Miscellaneous signed letters and forms of permission	Until no longer of Administrative value	Digital		☐
21-00-182	Veteran Marker Application Form	Permanent	Paper		☐
21-00-183	Meeting minutes (many of these books are covered in black mold) 1851-1863, 1887-1902, 1901, 1930-1935, 1936-1949,1961-1968, 1976-2012)	Paper until scanned, Digital Permanent	Multi		☐
21-00-184	Deed Index Book; Deeds (volumes 1-4, loose deeds vol. 5-7, no volume 8); Duplicate deed copies & receipts (early 1900's, 1954-1972)	Paper until scanned, Digital Permanent	Paper & Digital		☑
21-00-185	Lot owner cards (1939- 2018) & interment cards (1939-2017)	Permanent	Paper until scanned, then Digital		☑
21-00-186	Interment index book (1889-1915, 1938-1945, Oak Grove-prior to 1889 & St. Mary Cemetery prior to 1915)	Digital Permanent	Paper until scanned, then Digital		☑
21-00-187	Single grave section book (records of interments in: Potter's Field, Wander's Home and Old Graveyard sections & Singles Sections)	Digital Permanent	Paper until scanned, then Digital		☑

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City of Delaware — (Local Government Entity)

Oak Grove Cemetery — (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
21-00-188	Signed consent forms & letters	Digital Permanent	Paper until scanned, then Digital		☐
21-00-189	Lot owner book (alphabetical order, no specific dates)	Digital Permanent	Paper until scanned, then Digital		☑
21-00-190	Plat books, 5 volumes & microfiche negatives	Permanent	Paper & Digital		☑
21-00-191	Blueprint for Sandusky Street wrought iron fence	Until no longer of administrative or historic value	Paper, may be scanned for preservation purposes		☐
21-00-192	Oak Grove Cemetery Association Dissolution	Digital Permanent	Paper & Digital		☐
21-00-193	Resin J. Pumphrey et al Deed to Rev. John Watterson Del. Co. deed record, Ex. Dec. 31, 1897	Until no longer of administrative or historic value	Paper		☐
21-00-194	Survey of sold property & land sale paperwork	Permanent	Digital		☐
21-00-195	Memorandum from 1905	Permanent	Paper		☐
21-00-196	Sheriff's Deed (From Veley E. Main to Oak Grove Cemetery)	Permanent	Paper		☐
21-00-197	Court of Common Pleas of Del. Co, OH (Oak Grove vs Earl M. French)	Permanent	Paper		
21-00-198	Quit Claim Deed (City of Delaware to Oak Grove,	Permanent	Paper		

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City of Delaware — Oak Grove Cemetery

(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
	Feb. 20, 1906)				☐
21-00-199	**Association incorporation papers**	**Permanent**	**Paper**		☑
21-00-200	**Certificate of Amendment of Article of Code of Regulations (resolution of amendment adopted by the board to change from The Oak Grove Company to The Oak Grove Association) Jan. 13, 1930**	**Permanent**	**Paper**		☐
21-00-201	**Department of Commerce papers & Real Estate license**	**No longer of administrative value**	**Paper**		

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