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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, OHIO		**PARKS & NATURAL RESOURCES**	
(Local Government Entity)		(Unit)	
DocuSigned by: Ted Miller 60A54A88C8BC465...	**TED MILLER**	**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) 203-1000**
			(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:

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...	1/5/2021
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 09:47:41 -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

THIS SCHEDULE SUPPLEMENTS THE MOST CURRENT ON FILE

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

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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	Vital Correspondence: Correspondence that, Documents or Records, or in any way effects Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, The Decision making of Public Officials, and Personnel Actions involving City Employees or	1 Year(s) Minimum after Documented Decision rendered or Occurrence of Documented Event. Maintain within related Project or Topic Files and retain accordingly.	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 & 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		☐

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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
09-00006	Blank Forms	Retain until no longer of Administrative Value.	Multi		☐
09-00007	Bulletins, Posters, General Notices and Displays	Retain until no longer of Administrative Value.	Multi		☐
09-00008	Computer Generated Administrative & Fiscal Reports (Non-specific)	Maintain until no longer of an Administrative Value, Then Destroy (RC-3 not Required) Reports my 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 (Email)	Retain Email that has a significant 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 PDA's	Retain for 2 System Backup	Computer		☐

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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
		Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.			
09-00013	Facsimile Logs/Cover Sheets/ Confirmation-Notices and Buffer Printouts	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		☐
09-00014	Awards, Newspaper Articles and Clippings	And no longer of a Historical Value then appraise for administrative or historical value	Multi		☑
09-00015	Press and News Releases	And no longer of a Historical Value then appraise for administrative or historical value	Multi		☑
09-00016	General Photographs, Negatives and Electronic Images	Retain images that have 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)	Multi		☑ for historical images
09-00017	Business Cards – Rotary, Rolodex and applicable software files	Retain until no longer of Administrative	Multi		☐

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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
		Value, Then Destroy (RC-3 Not Required)			
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	Maintain until no longer of a Admin. or Historical Value.	Multi		☐
09-00020	Lists/Rosters/Information 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	Maintain until no longer of an Administrative or Legal Value	Paper		☐
09-00023	Professional and Trade Magazines, Catalogs, Reference Publications and Directions	Retain until no longer of Administrative value.	Multi		☐
09-00024	Professional Organization and Association Files	And no longer of Administrative value.	Multi		☐
09-00025	Equipment Operating & Maintenance Manuals	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		☐

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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
09-00026	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.	Paper		☐
09-00031	Copies-Reading Informational & Reference	Retain until no longer of Administrative Value, Then Destroy (RC-3 Not Required)	Paper		☐
	PARKS & RECREATION				☐
09-00100	Annual Department Budget (copy)	3 Year(s) Provided Audited	Paper		☐
09-00101	Annual Department Budget Preparation Documents & Worksheets	3 Year(s) After final budget approved	Paper		☐
09-00102	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Department Copy)	3 Year(s) Provided Audited	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

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

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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	Monthly Reports	2 Year(s) After incorporated into Annual Report	Paper		☐
09-00104	Fee Records	3 Year(s) Provided Audited	Paper		☐
09-00105	Maps & Plans or Recreational Facilities	Permanent	Paper		☑
09-00106	Minutes of Parks and Recreation Board	Permanent	Paper		☑
09-00107	Minutes of Parks & Recreation Advisory Board	Permanent	Paper		☑
09-00108	Personal Service Contracts (Department Copy)	3 Year(s)	Paper		☐
09-00109	Sales Tax Records	4 Year(s)	Multi		☐
09-00110	Work Orders	3 Year(s)	Paper		☐
09-00111	Leave Requests	3 Year(s)	Paper		☐
09-00112	Shelter House Reservations	1 Year(s)	Paper		☐
09-00113	Golf Course Membership Applications	1 Year(s)	Paper		☐
09-00114	Golf Course Use Records	2 Year(s)	Paper		☐
09-00115	Swimming Pools Membership Applications	1 Year(s)	Paper		☐
09-00116	Swimming Pool Use Records	2 Year(s)	Paper		☐

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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
09-00117	Swimming Pool Health Department Reports	5 Year(s)	Paper		☐
09-00118	Teams Rosters	1 Year(s)	Multi		☐
09-00119	Program Files	3 Year(s)	Paper		☐
09-00120	Employee Training Records	2 Year(s) After employee leaves City employment	Paper		☐
09-00121	Labor Contracts (Departmental Copy)	3 Year(s) After expiration	Paper		☐

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CITY OF DELAWARE, OHIO (Local Government Entity)

PARKS & NATURAL RESOURCES (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
09-00122	Grants	3 Year(s) After expiration of Grant	Paper		☐
09-00123	EEOC Compliance Files	4 Years and No Legal Action Pending	Paper		☐
09-00124	Accident/Incident Reports	5 Year(s)	Paper		☐
10-00200	Annual Department Report (G&F)	25 Year(s)	Paper		☑
10-00201	Personal Service Contracts (Department Copy) (G&F)	3 Year(s) After expiration	Paper		☐
10-00202	Leave Requests (G&F)	3 Year(s)	Paper		☐
10-00203	Project Plans – As Built (G&F)	Permanent	Multi		☐
10-00204	Labor Contracts (Department Copy) (G&F)	1 Year(s) After expiration	Paper		☐
10-00205	Pesticide/Herbicide Records (G&F)	3 Year(s)	Paper		☐
10-00206	Work Orders (G&F)	1 Year(s)	Multi		☐
10-00207	Customer Service Requests (CSRs) (G&F)	1 Year(s)	Paper		☐
10-00208	Tree Work Orders (G&F)	3 year(s)	Paper		☐
10-00209	Vandalism/Incident Reports (G&F)	3 Year(s)	Paper		

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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
					☐
10-00210	Program Files (G&F)	3 Year(s)	Paper		☐
10-00211	Project Plans – Not Built (G&F)	3 Year(s)	Multi		☐
10-00212	Equipment Inspection Reports – Facilities (G&F)	5 Year(s)	Paper		☐
10-00213	Golf Course Advisory Board Records (G&F)	Permanent	Multi		☑
10-00214	Shadetree Commission Records (G&F)	Permanent	Paper		☑
10-00215	Shadetree Commission Meeting Minutes (G&F)	Permanent	Multi		☑
10-00216	Commission/Advisory Commission Notices of Public Meetings/Agendas (G&F)	5 Year(s)	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.