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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: Local Government Unit

City of Delaware		City Attorney's Office/Prosecutor's Office	
(Local Government Entity)		(Unit)	
DocuSigned by: Natalia Harris AA08A3FAFE294EF...	Natalia S. Harris	City Attorney	12/2/2021
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

	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 10:13:51 -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.

City of Delaware — (Local Government Entity)

City Attorney's Office/Prosecutor'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
	GENERAL				
09-00001	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 Actionsinvolving City Employees or Public Officials	1 Year(s) Minimum After the receipt or creation of the Correspondence. Maintain within related Project or Topic 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		☐

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

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City of Delaware — (Local Government Entity)

City Attorney's Office/Prosecutor'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
09-00004	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 Destory~~ (RC-3 Not Required)	Multi		☐
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 Administrative Value, ~~Then Destroy~~ (RC-3 not required) Reports maybe 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 Administrative, Fiscal, Legal, or Historical Value	Multi		☐

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City of Delaware — (Local Government Entity)

City Attorney's Office/Prosecutor'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
09-00011	Electronic Mail System (E-mail)	Retain Email that has 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 PDAs	Retain for 2 System Backup Cycles then Delete, Erase, or Destroy Data. Reuse Media if possible.	Comput er		☐
09-00013	**Facsimile** Logs/Cover Sheets/Confirmation- Notices and Buffer Printouts	Maintain until no longer of Administrative or Fiscal Value	Multi		☐
09-00014	Awards, Newspaper Articles, and Clippings	Maintain until no longer of Administrative, Fiscal, or Historical Value	Multi		☑
09-00015	Press and News Releases	Maintain until no longer of Administrative, Fiscal, or Historical Value	Multi		☑

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City of Delaware — (Local Government Entity)

City Attorney's Office/Prosecutor'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
09-00016	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 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	Maintain until no longer of Admin. Or Historical Value	Multi		☐
09-00020	Lists/Rosters/Informational Directories containing employee contact information	Continually Maintained,	Multi		☐

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City of Delaware (Local Government Entity)

City Attorney's Office/Prosecutor'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
		Purged and Updated			
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 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		☐
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		☐

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City of Delaware (Local Government Entity)

City Attorney's Office/Prosecutor'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
09-00028	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		☐
	CITY PROSECUTOR SPECIFIC				
09-00100	Annual Department Report (copy)	25 Year(s) Appraise for Historical value	Paper		☑
09-00101	Annual Department Budget (copy)	3 Year(s)	~~Paper~~ **Multi**		☐
09-00102	Annual Department Budget Preparation Work File	3 Year(s) after final budget approved	~~Paper~~ **Multi**		☐
09-00103	Criminal/Traffic Prosecutor Files – Closed	~~2~~ **1** Year~~s~~	~~paper~~ **Multi**		☐
09-00104	Calendar Schedule of Court Hearings	~~3 Years~~ **Until no Longer of Administrative Value**	Paper		☐
09-00105	~~Criminal/Traffic Prosecutor Work Files-~~ **Arraignment Reports in** Warrant~~s~~ **Status**~~(unclosed)~~	4 Years	Paper		☐

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City Attorney's Office/Prosecutor'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
09-00106	Purchase Orders (copy)	3 Year(s) Provided Audited	~~Paper~~ **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	☐
09-00107	Accounts Payable (copy)	3 Year(s) Provided Audited	~~Paper~~ **Multi**		☐
09-00108	Bi-weekly Payroll Summary (copy)	3 Year(s) Provided Audited	~~Paper~~ **Multi**		☐
09-00109	Monthly Budget Account Report	Until Revised or Rescinded	~~Paper~~ **Multi**		☐
09-00110	Monthly Statement of Expenditure Report	Until Revised or Rescinded	~~Paper~~ **Multi**		☐
09-00111	Monthly Employee Benefits Summary	Until Revised or Rescinded	~~Paper~~ **Multi**		☐
09-00112	Inventory of Fixed Assets	Until Revised or Rescinded	Paper		☐
09-00113	Employee Development Files	2 Year(s) After separation from City Employment	~~Paper~~ **Multi**		☐
21-00114	**Diversion Administrative Records**	**1 Year**	**Multi**		☐
21-00115	**Law Enforcement Review Files-Closed**	**1 Year from Date of Decision**	**Multi**		☐
21-00116	**Sealed Records**	**Destroy Upon Receipt of Entry Sealing the Record**	**Multi**		☐
					☐