

**CITY OF DELAWARE
RECORDS COMMISSION
MEETING TO BE HELD VIRUTALLY VIA CISCO WEBEX
3:00 P.M.**

AGENDA

December 21, 2020

1. Roll Call
2. Approval of the Motion Summary for the meeting held June 17, 2020 as recorded and transcribed.
3. Review of proposed changes to the current Schedules of Retention and Disposition for the Police Department
4. Review of proposed changes to the current Schedule of Retention and Disposition for Public Works and Department of Engineering Services.
5. Review of proposed changes to the current Schedule of Retention and Disposition for Parks and Recreation.
6. Member Comments
7. Next Meeting Date: To Be Established
8. Adjournment

RECORDS COMMISSION
MOTION SUMMARY
June 17, 2020

ITEM 1. Roll Call

Chairman Homan called the virtual meeting to order at 4:31 p.m.

Members Present Virtually: Michele Richards, Justin Nahvi, Finance Director, Darren Shulman, City Attorney and Tom Homan, City Manager

City Staff Present Virtually: Lory Johnson, Tax Administrator

ITEM 2. Approval of the Motion Summary for the meeting held December 16, 2019, as recorded and transcribed.

Motion: Mr. Shulman moved to approve the Motion Summary from December 16, 2019, seconded by Ms. Richards. Motion approved by a 4-0 vote.

ITEM 3. Consideration of one-time destruction approval for Tax Records damaged from flooding

Ms. Johnson discussed the recent flooding in City Hall in which 30 tax record boxes that were damaged and is requesting to have the records destroyed instead of paying to have them restored. The records are all three years old and have been through the audit process. The records consist of individual or business tax returns. The records were being stored while awaiting the 6-year statute of limitations. Mr. Shulman discussed the State of Ohio process to destroy records.

Motion: Ms. Richards motioned to move forward with the one-time destruction approval for tax records damaged from flooding, seconded by Mr. Nahvi. Motion approved by a 4-0 vote.

ITEM 4. Discussion regarding scanning of finance department records

Ms. Johnson discussed the recent purchase of four desk top scanners to scan relevant records. This process will help save space and allow for quick retrieval. She discussed the preference of destroying records prior to the six-year statute of limitations of documents that have been scanned. She discussed the plan to only destroy records after the audit process has occurred.

Mr. Shulman discussed that legally a scanned copy is the same as a paper copy. Permanent records must keep the paper record as technology may change making it difficult to access scanned records. He discussed the cost effectiveness of storing the records in a third-party storage vendor compared to the time to scan documents. Ms. Johnson discussed reaching out to the Ohio History

Connection for guidance. She discussed the factors to consider are cost, efficiency, and time to retrieve records. She discussed the limited space for file storage. She discussed looking at offsite storage for records, but less than three-year-old records it would be more convenient to keep these records on site. The Commission to have further discussion at the next meeting.

ITEM 5. Member Comments

ITEM 6. Next Meeting Date: To Be Established

It was discussed having a meeting in late Fall.

ITEM 7. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:56 p.m.

Chairman

Elaine McCloskey, Clerk



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio History Connection by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio History Connection – State Archives

- The reviewing agent from the Ohio History Connection Local Government Records Program (LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (for example: six years), an action (for example: until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the LGRP. LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to LGRP at:

localrecs@ohiohistory.org

OR

The Ohio History Connection
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2474

--- The LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public 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

POLICE DEPARTMENT

(Local Government Entity)

(Unit)

Bruce Pijanowski

Chief of Police

(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

1 SOUTH SANDUSKY STREET

DELAWARE

43015

(Telephone Number)

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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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

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
POLICE NEW	Employee Clothing/Equipment Records	Kept in Employee File (follow employee file retention)	Paper		<input type="checkbox"/>
POLICE NEW	Employee Shift Trade Request	2 years	Paper		<input type="checkbox"/>
POLICE NEW	Internal Investigation Log/ Disciplinary Log (this is the log only - not the investigation)	10 years	Paper		<input type="checkbox"/>
POLICE NEW	Traffic Citation Log Book	3 years	Paper		<input type="checkbox"/>
POLICE NEW	Traffic Crash Worksheet	Until Crash is Completed	Paper		<input type="checkbox"/>
POLICE NEW	Training Facility User Agreement	2 years from expiration	Paper		<input type="checkbox"/>
DPD-038	Detective DAILY /Monthly Log	2 yrs. and no longer of administrative or legal value.	Multi		<input type="checkbox"/>
DPD-067	Internal Investigation Files	Maintain file for 2 years. If investigation results in discipline, maintain a copy in personnel employee file pursuant to time frames established in labor agreement.	Paper		<input type="checkbox"/>
DPD-099	Parking Permit Log/ SPECIAL PARKING REQUEST FORMS	2 years	Multi		<input type="checkbox"/>
DPD-116	Radar & Laser EQUIPMENT Certificates (RADAR, LASER,	Keep current certificate plus	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

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(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
	TRUCK SCALES, EVIDENCE SCALES, ETC.)	immediate past certificate.			
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>

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

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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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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

PUBLIC WORKS

(Local Government Entity)

(Unit)

WILLIAM L. FERRIGNO ~~Tim Browning~~ 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

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Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***DELAWARE, OHIO**

**DEPARTMENT OF PUBLIC WORKS
(UPDATES ON THIS SCHEDULE REFLECT THE MERGING OF THE
ENGINEERING DEPT. INTO THE PUBLIC WORKS DEPT.
THIS SCHEDULE SUPPLEMENTS THE MOST RECENT DEPT. OF PUBLIC
WORKS SCHEDULE AND SUPERSEDES THE MOST RECENT DEPT. OF
ENGINEERING SERVICES SCHEDULE.)**

(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
PUBLIC WORKS NEW	ANNUAL DEPARTMENTAL REPORT (COPY) (Formerly Dept. of Engineering Services Schedule No. 09-00100)	25 YEAR(S) APPRAISE FOR HISTORICAL VALUE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	E.E.O.C. COMPLIANCE FILES (Formerly Dept. of Engineering Services Schedule No. 09-00101)	4 YEAR(S)	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	APPROVED NEW DEVELOPMENT PLANS REVIEW & ADMINISTRATION FILES (COMMERCIAL & RESIDENTIAL) (Formerly Dept. of Engineering Services Schedule No. 09-00102)	25 YEAR(S) AFTER COMPLETION OF PROJECT	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	PERSONNEL DEVELOPMENT FILES (Formerly Dept. of Engineering Services Schedule No. 09-00103)	2 YEAR(S) AFTER SEPARATION FROM CITY EMPLOYMENT	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	PURCHASE ORDERS (COPIES) (Formerly Dept. of Engineering Services Schedule No. 09-00104)	3 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	ACCOUNTS PAYABLE (COPIES) (Formerly Dept. of Engineering Services Schedule No. 09-00105)	3 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	ACCOUNTS RECEIVABLE (COPIES) (Formerly Dept. of Engineering Services Schedule No. 09-00106)	3 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>

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PUBLIC WORKS NEW	ANNUAL DEPARTMENTAL BUDGET (COPY) (Formerly Dept. of Engineering Services Schedule No. 09-00107)	5 YEAR(S)	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	ANNUAL BUDGET PREPARATION FILE (Formerly Dept. of Engineering Services Schedule No. 09-00108)	UNTIL FINAL BUDGET APPROVED AND NO LONGER OF A FISCAL VALUE	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	INVENTORY OF FIXED ASSETS (Formerly Dept. of Engineering Services Schedule No. 09-00109)	UNTIL REVISED	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	LABOR CONTRACTS (COPIES) (Formerly Dept. of Engineering Services Schedule No. 09-00110)	2 YEAR(S) AFTER REVISED OR RESCINDED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	WORK ORDERS (Formerly Dept. of Engineering Services Schedule No. 09-00111)	4 YEAR(S) AFTER COMPLETION OF PROJECT	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	AERIAL PHOTOGRAPHS (Formerly Dept. of Engineering Services Schedule No. 09-00112)	UNTIL SUPERSEDED, APPRAISE FOR HISTORICAL VALUE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	BIDS – SUCCESSFUL (Formerly Dept. of Engineering Services Schedule No. 09-00113)	25 YEAR(S) AFTER COMPLETION OF PROJECT	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	BIDS – UNSUCCESSFUL (Formerly Dept. of Engineering Services Schedule No. 09-00114)	2 YEAR(S) AFTER AWARDING	PAPER		<input type="checkbox"/>

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		CONTRACT PROVIDED AUDITED			
PUBLIC WORKS NEW	BRIDGE INSPECTION RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00115)	LIFE OF BRIDGE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	BRIDGE INSPECTION REPORTS (Formerly Dept. of Engineering Services Schedule No. 09-00116)	LIFE OF BRIDGE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	CITY PROPERTY FILE (Formerly Dept. of Engineering Services Schedule No. 09-00117)	PERMANENT	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	CONTRACTS & AGREEMENTS (COPIES) (Formerly Dept. of Engineering Services Schedule No. 09-00118)	25 YEAR(S) AFTER EXPIRATION	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	CONTRACTOR'S PAYROLL RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00119)	3 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	INSPECTOR TIME LOGS (Formerly Dept. of Engineering Services Schedule No. 09-00120)	5 YEAR(S)	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	FIELD NOTES (Formerly Dept. of Engineering Services Schedule No. 09-00121)	25 YEAR(S)	PAPER		<input type="checkbox"/>

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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
PUBLIC WORKS NEW	PROJECT FILES (Formerly Dept. of Engineering Services Schedule No. 09-00122)	25 YEAR(S) AFTER COMPLETION OF PROJECT	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	RESEARCH FILES (Formerly Dept. of Engineering Services Schedule No. 09-00123)	UNTIL NO LOGGER OF ADMIN. VALUE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	UTILITY RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00124)	PERMANENT	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	UTILITY TESTING RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00125)	25 YEAR(S)	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	SPECIAL ASSESSMENT RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00126)	3 YEAR(S) AFTER FINAL PAYMENT, PROVIDED AUDITED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	STATISTICAL RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00127)	5 YEAR(S) APPRAISE FOR HISTORICAL VALUE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	TRAFFIC STUDY FILES (Formerly Dept. of Engineering Services Schedule No. 09-00128)	UNTIL SUPERSEDED, APPRAISE FOR HISTORICAL VALUE	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	HAUL TICKETS (Formerly Dept. of Engineering Services Schedule No. 09-00129)	2 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

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PUBLIC WORKS NEW	PROPOSALS FOR STREET IMPROVEMENTS (Formerly Dept. of Engineering Services Schedule No. 09-00130)	UNTIL ACTION TAKEN OR PROPOSAL REJECTED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	STREET REPAIR COST SUMMARY RECORDS (Formerly Dept. of Engineering Services Schedule No. 09-00131)	3 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	ADMINISTRATIVE PROJECT FILES (Formerly Dept. of Engineering Services Schedule No. 09-00132)	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	CAPITAL IMPROVEMENT PROJECTS (PLANNING & ADMINISTRATIVE FILES) (Formerly Dept. of Engineering Services Schedule No. 09-00133)	25 YEAR(S) AFTER PROJECT COMPLETED OR ABANDONED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	EMPLOYEE TIME SHEETS & CARDS (Formerly Dept. of Engineering Services Schedule No. 09-00134)	5 YEAR(S)	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	BI-WEEKLY PAYROLL REPORT (COPY) (Formerly Dept. of Engineering Services Schedule No. 09-00135)	5 YEAR(S) PROVIDED AUDITED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	PLANNING COMMISSION FILES (ORIGINATOR) (Formerly Dept. of Engineering Services Schedule No. 09-00136)	15 YEAR(S)	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	PLANNING COMMISSION MEETING MINUTES (ORIGINATOR) (Formerly Dept. of Engineering Services Schedule No. 09-00137)	15 YEAR(S)	PAPER		<input type="checkbox"/>

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(Unit)

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PUBLIC WORKS NEW	DEPARTMENTAL STAFF MEETING – NOTES (Formerly Dept. of Engineering Services Schedule No. 09-00138)	1 YEAR(S)	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	PROJECT REVIEW FILES (Formerly Dept. of Engineering Services Schedule No. 09-00139)	15 YEAR(S)	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	RESIDENTIAL LOT INSPECTION FILES (Formerly Dept. of Engineering Services Schedule No. 09-00140)	10 YEAR(S)	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	CONSTRUCTION PUNCH OUT FILES (Formerly Dept. of Engineering Services Schedule No. 09-00141)	15 YEAR(S) AFTER COMPLETION OF PROJECT	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	PRELIMINARY BLUEPRINTS & PLANS (Formerly Dept. of Engineering Services Schedule No. 09-00142)	UNTIL REVISED OR DISCONTINUED	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	MAPS, PLATS (Formerly Dept. of Engineering Services Schedule No. 09-00143)	UNTIL SUPERSEDED, APPRAISE FOR HISTORICAL VALUE	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	BLUEPRINTS, PLANS & RECORD DRAWINGS (FINAL AS-BUILT SET) (Formerly Dept. of Engineering Services Schedule No. 09-00144)	PERMANENT	MULTI		<input type="checkbox"/>
PUBLIC WORKS NEW	PROJECT MEDIA – VIDEO TAPES, DVDs, CDs (Formerly Dept. of Engineering Services Schedule No. 09-00145)	UNTIL NO LONGER OF ADMIN. OR LEGAL VALUE	MULTI		<input type="checkbox"/>

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(Unit)

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PUBLIC WORKS NEW	TRAINING MANUALS & MATERIALS (Formerly Dept. of Engineering Services Schedule No. 09-00146)	1 YER(S) AFTER REVISED OR RESCINDED	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	CONTRUCTION INSPECTION FILES: ROADS, SEWERS, UNDERGROUND UTILITIES (Formerly Dept. of Engineering Services Schedule No. 09-00147)	25 YEAR(S)	PAPER		<input type="checkbox"/>
PUBLIC WORKS NEW	PROFESSIONAL ORGANIZATION AND ASSOCIATION FILES (Formerly Dept. of Engineering Services Schedule No. 09-00024)	AFTER FINAL PAYMENT, PROVIDED AUDITED	MULTI		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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 & RECREATION

(Local Government Entity)

(Unit)

TED MILLER

~~Darren Hurley~~

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

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Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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

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
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