CITY OF DELAWARE
RECORDS COMMISSION
CITY OF DELAWARE
CITY HALL
1 SOUTH SANDUSKY STREET
COUNCIL CHAMBERS

AGENDA

2:00 PM **MARCH 10, 2026**

Live streaming of meeting will be available under "Events" at www.cityofdelawareoh.gov

1. **ROLL CALL**

2. **PUBLIC COMMENT**

   ATTEND AN OPEN MEETING: Open meetings are held in City Hall Council Chambers. Sign in forms to speak are available at the door. Name and address are required for public comment. Comments are limited to 3 minutes.
   EMAIL, LETTER, PETITION: Emails, letters, and petitions received to the Council Clerk by 10 a.m. the date of the meeting will be presented to members and submitted into the record. These items will not be read aloud during the meeting but will be available on the website following the meeting at the end of the next business day. Name and address are required. Send to councilclerk@cityofdelawareoh.gov. PLEASE NOTE SUBMISSION TIME.

3. **APPROVAL OF MOTION SUMMARY**

   Approval of the Motion Summary of the Records Commission meeting held on March 4, 2025, as recorded and transcribed.

4. **ELECTION OF CHAIR AND VICE-CHAIR**

5. **REVIEW AND DISCUSSION**

   a. Review of the proposed changes to the current schedules of retention and disposition for the Public Works Department.

   b. Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Finance Division.

   c. Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Income Tax Division

   d. Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Utility Billing Divison

   e. Review of the proposed changes to the current schedules of retention and disposition for the Fire Department.

f. Review of the proposed changes to the current schedules of retention and disposition for the Department of Administrative Services.

6. **MEMBER COMMENTS**

7. **NEXT MEETING DATE:** To be established

8. **ADJOURNMENT**

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE:	March 10, 2026
SUBMITTED BY:	Sarah Dinovo, City Clerk
ITEM TYPE:	Motion Summary
AGENDA SECTION:	**APPROVAL OF MOTION SUMMARY**
SUBJECT:	Approval of the Motion Summary of the Records Commission meeting held on March 4, 2025, as recorded and transcribed.

SUGGESTED ACTION:

ATTACHMENTS:
20250304 records motion summary.docx

RECORDS COMMISSION
MOTION SUMMARY
MARCH 4, 2025

ITEM 1. Roll Call

Commissioner Brake called the meeting to order at 3:00 p.m.

Members Present: Rob Alger, Finance Director; Commissioner, Leslie Joiner, and Paul Brake, City Manager

Staff Present: Andrew Beare, Assistant City Manager

Motion to Excuse: Commissioner Alger motioned to excuse Natalia Harris, City Attorney, seconded by Vice-Chair Joiner. Motion was approved with a 3-0-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY

A. Approval of the Motion Summary for the Records Commission meeting held on August 29, 2024, as recorded and transcribed.

Motion: Vice-Chair Joiner motioned to approve the Motion Summary of the Records Commission meeting from August 29, 2024, seconded by Commissioner Alger. A voice vote was called. All voted Aye.

ITEM 3. MEMBER COMMENTS

There were no further comments.

ITEM 4. NEXT MEETING DATE: To be established

Due to Ms. Harris' absence a date will be determined at another time.

ITEM 5. ADJOURNMENT

Motion: Vice-Chair Joiner moved to adjourn the Records Commission meeting, seconded by Commissioner Alger. A voice vote was called. All voted Aye.

The Records Commission meeting adjourned at 3:03 p.m.

_____
Chair

_____

Clerk

AGENDA ITEM NO. a

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE:	March 10, 2026
SUBMITTED BY:	Bill Ferrigno, Public Works
ITEM TYPE:	Schedule of Retention and Disposition
AGENDA SECTION:	**REVIEW AND DISCUSSION**
SUBJECT:	Review of the proposed changes to the current schedules of retention and disposition for the Public Works Department.

SUGGESTED ACTION:

ATTACHMENTS:

RC2 - Public Works Records Retention Schedule 2026.docx

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

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		**PUBLIC WORKS**	
(Local Government Entity)		(Unit)	
	WILLIAM L. FERRIGNO	**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.

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.

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.)~~
PUBLIC WORKS

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
~~PW-20-00100~~	~~Annual Departmental Report (Copy)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00100)~~	~~25 Year(s) Appraise for Historical Value~~	~~Paper~~		☐
PW-20-00101	E.E.O.C. Compliance Files ~~(Formerly Dept. of Engineering Services Schedule No. 09-00101)~~	~~4 Year(s)~~ **5 YEAR(S)**	Paper		☐
~~PW-20-00102~~	~~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~~		☐
~~PW-20-00103~~	~~Personnel Development Files~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00103)~~	~~2 Year(s) After Separation From City Employment~~	~~Multi~~		☐
~~PW-20-00104~~	~~Purchase Orders (Copies)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00104)~~	~~3 Year(s) Provided Audited~~	~~Paper~~		☐
~~PW-20-00105~~	~~Accounts Payable (Copies)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00105)~~	~~3 Year(s) Provided Audited~~	~~Paper~~		☐
~~PW-20-00106~~	~~Accounts Receivable (Copies)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00106)~~	~~3 Year(s) Provided Audited~~	~~Paper~~		☐
PW-20-00107	Annual Departmental Budget (Copy) ~~(Formerly Dept. of Engineering Services Schedule No. 09-00107)~~	~~5 Year(s)~~ **UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	Multi		☐
PW-20-00108	Annual Budget Preparation File ~~(Formerly Dept. of Engineering Services Schedule No. 09-00108)~~	Until Final Budget Approved and No	Multi		☐

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.)~~ **PUBLIC WORKS**

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
		Longer of a Fiscal Value			
PW-20-00109	Inventory of Fixed Assets ~~(Formerly Dept. of Engineering Services Schedule No. 09-00109)~~	Until Revised	Multi		☐
~~PW-20-00110~~	~~Labor Contracts (Copies)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00110)~~	~~2 Year(s) After Revised or Rescinded~~	~~Paper~~		☐
PW-20-00111	Work Orders/**CSR'S** ~~(Formerly Dept. of Engineering Services Schedule No. 09-00111)~~	~~4 Year(s)~~ **5 YEAR(S)** After Completion of Project	Multi		☐
~~PW-20-00112~~	~~Aerial Photographs~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00112)~~	~~Until Superseded, Appraise for Historical Value~~	~~Paper~~		☐
PW-20-00113	Bids – Successful ~~(Formerly Dept. of Engineering Services Schedule No. 09-00113)~~	~~25 Year(s)~~ **15 YEAR(S)** After Completion of Project	~~Paper~~ **MULTI**		☐
PW-20-00114	Bids – Unsuccessful ~~(Formerly Dept. of Engineering Services Schedule No. 09-00114)~~	2 Year(s) After Awarding Contract Provided Audited	~~Paper~~ **MULTI**		☐
~~PW-20-00115~~	~~Bridge Inspection Records~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00115)~~	~~Life of Bridge~~	~~Paper~~		☐
PW-20-00116	Bridge Inspection Reports ~~(Formerly Dept. of Engineering Services Schedule No. 09-00116)~~	Life of Bridge	~~Paper~~ **MULTI**		☐

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

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
PW-20-00117	City Property File ~~(Formerly Dept. of Engineering Services Schedule No. 09-00117)~~	~~Permanent~~ **UNTIL NO LONGER POSSESS PROPERTY**	~~Paper~~ **MULTI**		☐
PW-20-00118	Contracts & Agreements (Copies) ~~(Formerly Dept. of Engineering Services Schedule No. 09-00118)~~	~~25 Year(s)~~ **15 YEAR(S)** After Expiration	Multi		☐
PW-20-00119	Contractor's Payroll Records ~~(Formerly Dept. of Engineering Services Schedule No. 09-00119)~~	~~3 Year(s)~~ **5 YEAR(S)** Provided **NO ADMINISTRATIVE VALUE** ~~Audited~~	~~Paper~~ **MULTI**		☐
~~PW-20-00120~~	~~Inspector Time Logs~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00120)~~	~~5 Year(s)~~	~~Paper~~		☐
PW-20-00121	Field Notes ~~(Formerly Dept. of Engineering Services Schedule No. 09-00121)~~	~~25 Year(s)~~ **3 YEAR(S)**	~~Paper~~ **MULTI**		☐
~~PW-20-00122~~	~~Project Files~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00122)~~	~~25 Year(s) After Completion of Project~~	~~Paper~~		☐
PW-20-00123	Research Files ~~(Formerly Dept. of Engineering Services Schedule No. 09-00123)~~	Until No Longer of Admin. Value	~~Paper~~ **MULTI**		☐
~~PW-20-00124~~	~~Utility Records~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00124)~~	~~Permanent~~	~~Paper~~		☐
PW-20-00125	Utility Testing Records ~~(Formerly Dept. of Engineering Services Schedule No. 09-00125)~~	~~25 Year(s)~~ **15 YEAR(S)**	~~Paper~~ **MULTI**		☐

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
~~PW-20-00126~~	~~Special Assessment Records~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00126)~~	~~3 Year(s) After Final Payment, Provided Audited~~	~~Paper~~		☐
~~PW-20-00127~~	~~Statistical Records~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00127)~~	~~5 Year(s) Appraise for Historical Value~~	~~Paper~~		☐
PW-20-00128	Traffic Study Files ~~(Formerly Dept. of Engineering Services Schedule No. 09-00128)~~	Until Superseded, Appraise for Historical Value	Multi		☐
PW-20-00129	Haul Tickets ~~(Formerly Dept. of Engineering Services Schedule No. 09-00129)~~	~~2 Year(s) Provided Audited~~ **UNTIL NO ADMINISTRATIVE VALUE**	~~Paper~~ **MULTI**		☐
~~PW-20-00130~~	~~Proposals for Street Improvements~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00130)~~	~~Until Action Taken or Proposal Rejected~~	~~Paper~~		☐
PW-20-00131	Street Repair ~~Cost Summary~~ Records ~~(Formerly Dept. of Engineering Services Schedule No. 09-00131)~~	~~3 Year(s) Provided Audited~~ **PERMANENT**	~~Paper~~ **MULTI**		☐
PW-20-00132	**ADMINISTRATIVE PROJECT FILES** ~~(Formerly Dept. of Engineering Services Schedule No. 09-00132)~~	**UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	Paper		☐
~~PW-20-00133~~	~~Capital Improvement Projects (Planning & Administrative Files)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00133)~~	~~25 Year(s) After Project Completed or Abandoned~~	~~Paper~~		☐

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
~~PW-20-00134~~	~~Employee Time Sheets & Cards~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00134)~~	~~5 Year(s)~~	~~Multi~~		☐
~~PW-20-00135~~	~~Bi-Weekly Payroll Report (Copy)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00135)~~	~~5 Year(s) Provided Audited~~	~~Paper~~		☐
~~PW-20-00136~~	~~Planning Commission Files (Originator)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00136)~~	~~15 Year(s)~~	~~Paper~~		☐
~~PW-20-00137~~	~~Planning Commission Meeting Minutes (Originator)~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00137)~~	~~15 Year(s)~~	~~Paper~~		☐
PW-20-00138	Departmental Staff Meeting – Notes ~~(Formerly Dept. of Engineering Services Schedule No. 09-00138)~~	1 Year(s) **OR UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	Multi		☐
PW-20-00139	Project Review Files ~~(Formerly Dept. of Engineering Services Schedule No. 09-00139)~~	~~15 Year(s)~~ **10 YEAR(S)**	Multi		☐
PW-20-00140	Residential Lot Inspection Files ~~(Formerly Dept. of Engineering Services Schedule No. 09-00140)~~	~~10 Year(s)~~ **15 YEAR(S)**	Multi		☐
~~PW-20-00141~~	~~Construction Punch Out Files~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00141)~~	~~15 Year(s) After Completion of Project~~	~~Multi~~		☐
PW-20-00142	Preliminary Blueprints & Plans ~~(Formerly Dept. of Engineering Services Schedule No. 09-00142)~~	Until Revised or Discontinued	Multi		☐

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

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
PW-20-00143	Maps~~, Plats~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00143)~~	Until Superseded, Appraise for Historical Value	Multi		☐
PW-20-00144	~~Blueprints, Plans &~~ Record Drawings (Final As-Built Set) ~~(Formerly Dept. of Engineering Services Schedule No. 09-00144)~~	Permanent	Multi		☐
~~PW-20-00145~~	~~Project Media – Video Tapes, DVDs, CDs~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00145)~~	~~Until No Longer of Admin. or Legal Value~~	~~Multi~~		☐
PW-20-00146	Training Manuals & Materials ~~(Formerly Dept. of Engineering Services Schedule No. 09-00146)~~	~~1 Year(s) After Revised or Rescinded~~ **UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	~~Paper~~ **MULTI**		☐
~~PW-20-00147~~	~~Construction Inspection Files: Roads, Sewers, Underground Utilities~~ ~~(Formerly Dept. of Engineering Services Schedule No. 09-00147)~~	~~25 Year(s)~~	~~Paper~~		☐
PW-20-00024	Professional Organization and Association Files ~~(Formerly Dept. of Engineering Services Schedule No. 09-00024)~~	After Final Payment, Provided Audited **OR UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	Multi		☐

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

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
	TEXT MESSAGES	**UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	**DIGITAL**		☐
	TELEPHONE CONVERSATION/DIGITAL MEETING NOTES	**UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	**MULTI**		☐
	VEHICLE & EQUIPMENT PURCAHSE, INSURANCE, MAINTENANCE, AND SALE RECORDS	**2 YEAR(S) AFTER SALE OF EQUIPMENT PROVIDED AUDITED**	**MULTI**		☐
	FUEL PURCHASE AND SALE RECORDS	**5 YEAR(S) PROVIDED AUDITED**	**DIGITAL**		☐
	AIROPORT PROPERTY LEASE AGREEMENTS	**UNTIL SUPERSEDED OR 2 YEAR(S) AFTER TERMINATION OF AGREEMENT**	**DIGITAL**		☐
	PROJECT FILES - NEW DEVELOPMENTS (FINAL APPROVED PLANS, DESIGN CALCULATIONS AND CORRESPONDENCE)	**15-YEAR(S) AFTER COMPLETION OF PROJECT**	**MULTI**		☐
	PROJECT FILES - CAPITAL IMPROVEMENTS: (PLANNING/ADMIN FILES,	**15-YEAR(S)**	**MULTI**		☐

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

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
	FINAL APPROVED PLANS, DESIGN CALCULATIONS, CONTRACTS, SPECIFICATIONS, CAHNGE ORDERS, PROGRESS REPORTS)				
	ENGINEERING STANDARDS & SPECIFICATIONS (CURRENT & ARCHIVED)	**PERMANENT**	**MULTI**		☐
	ACCEPTANCE OF PUBLIC IMPROVEMENT RECORDS	**PERMANENT**	**DIGITAL**		☐
	CONSTRUCTION INSPECTION FILES: DAILY JOURNALS, TESTING RECORDS, PUNCH LISTS, PHOTOGRAPHS, VIDEO	**15-YEAR(S) FROM COMPLETION OF PROJECT**	**MULTI**		☐
					☐

AGENDA ITEM NO. b

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE:	March 10, 2026
SUBMITTED BY:	Alycia Ballone, Finance
ITEM TYPE:	Schedule of Retention and Disposition
AGENDA SECTION:	**REVIEW AND DISCUSSION**
SUBJECT:	Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Finance Division.

SUGGESTED ACTION:

ATTACHMENTS:

RC2 - Records Retention - 2026 -Fin Dept-Fin Div.docx

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

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	Finance Department – Finance Division		
(Local Government Entity)	(Unit)		
	Alycia Ballone	Finance 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:

aballone@cityofdelawareoh.gov

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
09-00100	Annual budget	50 years appraise for historical value	Digital		☐
09-00102	Annual audit report (Ohio Auditor of State)	10 years	Digital		☐
09-00103	Annual certificate of estimated resources	7 years	Digital		☐
09-00105	Year end transaction registers (vouchers & checks)	20 years	Digital		☐
09-00106	Bonds & coupons	3 years after issue is paid and audited	Paper		☐
09-00107	AP Check registers	10 years provided audited	Digital		☐
09-00108	Cancelled checks – general accounting	Rolling 2 year period	Digital		☐
09-00109	Cancelled checks – payroll	Rolling 2 year period	Digital		☐
09-00110	Annual Detail Revenue Transaction Report	10 years	Digital		☐
09-00111	MTD/YTD revenue reports	3 years	Digital		☐
09-00112	Annual detail expenditure reports	10 years	Digital		☐
09-00114	Banking statements	10 years	Digital		☐
09-00115	Bank deposit slips	3 years provided audited	Paper		☐

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
09-00119	Assessment records	Until paid & audited	Digital		☒
09-00120	Tax settlement reports from County Auditor	10 years	Digital		☐
09-00122	Bond transcripts/legal	Until issue is paid, provided audited	Digital		☐
09-00124	Federal grants & agreements	7 years after expiration	Digital		☐
09-00125	Bond register	Permanent	Paper		☐
09-00126	Individual bonds for city employees	10 years after separation from city employment	Digital		☐
09-00127	Personal service contract	3 years	Digital		☐
09-00128	Leases	2 years after expiration provided audited	Digital		☐
09-00132	Employee time sheets	4 years	Digital		☐
09-00133	Bi-weekly payroll reports	Permanent	Digital		☐
09-00134	Year-end wage report	Permanent	Digital		☐
09-00135	Employee payroll deductions file	25 years	Digital		☐
09-00136	W-2 forms	50 years	Digital		☐

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

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(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
09-00137	Annual W-2 summary report	50 years	Digital		☒
09-00138	Employer quarterly federal tax return	7 years provided audited	Digital		☐
009-00140	Retirement system payments/records	Permanent	Paper/ Digital		☐
09-00141	Retirement system exemption record (waiver)	Permanent	Paper/ Digital		☐
09-00142	Employee payroll files	75 years	Paper/ Digital		☐
09-00143	Maintenance & performance bonds on public improvements	Until expired	Digital		☐
09-00144	Annual department budget preparation documents & worksheets	3 years after final budget approved	Digital		☐
09-00145	MTD/YTD expenditure reports	3 years	Digital		☐
09-00146	**TEXT MESSAGES**	**UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	**MULTI**		☐

AGENDA ITEM NO. c

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE:	March 10, 2026
SUBMITTED BY:	Alycia Ballone, Finance
ITEM TYPE:	Schedule of Retention and Disposition
AGENDA SECTION:	**REVIEW AND DISCUSSION**
SUBJECT:	Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Income Tax Division

SUGGESTED ACTION:

ATTACHMENTS:

RC2 - Records Retention - 2026 -Fin Dept-Inc Tax Div.docx

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

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	Finance Department – Income Tax Division
(Local Government Entity)	(Unit)

Alycia Ballone	Finance 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:
aballone@cityofdelawareoh.gov

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
09-00100	Business income tax returns, with or without payment – corporations, s-corps, partnerships, trusts, estates, non-profits	6 Years	Paper/ Digital		☐
09-00101	Employer income tax returns, with or without payment, annual - reconciliation of withholding and related w2 data	6 Years	Paper/ Digital		☐
09-00102	Dead account income tax	6 years	Paper		☐
09-00103	Declaration of estimated income tax with or without payment – business & individual	6 years	Paper		☐
09-00107	Monthly department reports	3 years	Paper/ Digital		☐
09-00108	Annual department report	6 years, provided audited	Paper/ Digital		☐
09-00109	Installment plan agreements	2 Years After Agreement Is Paid In Full	Paper/ Digital		☐
09-00114	Notices, letters and billings - outgoing	Until of no fiscal value	Digital		☐
24-00115	Individual income tax returns, with or without payment – resident and non-resident	6 years	Paper/ Digital		☐
24-00116	Payment receipts/reports – from third party service providers for processing of electronic check or credit card payments	6 years, provided audited	Digital		☐
24-00117	Deposit slips – statement of income tax payments collected and deposited into financial institutions	6 years, provided audited	Paper		
24-00118	Incoming documents with payment, such as, but not limited to, correspondence, extension requests	6 years, provided audited	Paper		

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
24-00119	Incoming documents without payment, such as but not limited to, business or individual registration forms, correspondence, extension requests, appeals considered a compromise not eligible for board review	6 years	Paper/Digital		
24-00120	Transaction reports – documentation of transactions related to taxpayers accounts including but not limited to posting of payments and final returns	6 years, provided audited	Digital		
24-00121	Returned outgoing mail – returned by usps as undeliverable, unable to correct address issue, account noted	1 year	Paper		
24-00122	Local board of tax appeals – official records, including but not limited to, agendas, case files, meeting minutes, decisions	Permanent	Paper/Digital		
24-00123	Employer monthly/quarterly withholding returns with payment – report later reconciled with annual return	6 years	Paper/Digital		☐
24-00124	"0" employer monthly/quarterly withholding returns without payment	Until of no fiscal value	Paper		☐
24-00125	Checks – received for payment of income tax	90 days provided finance department month end closing complete	Paper		☐
24-00126	**TEXT MESSAGES**	**UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	**MULTI**		☐

AGENDA ITEM NO. d

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE:	March 10, 2026
SUBMITTED BY:	Alycia Ballone, Finance
ITEM TYPE:	Schedule of Retention and Disposition
AGENDA SECTION:	**REVIEW AND DISCUSSION**
SUBJECT:	Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Utility Billing Divison

SUGGESTED ACTION:

ATTACHMENTS:

RC2 - Records Retention - 2026 -Fin Dept-Ut Bill Div.docx

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

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	Finance Department – Finance & Utility Billing Divisions
(Local Government Entity)	(Unit)

Alycia Ballone	Finance 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.

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
09-00101	Monthly reports	7 years provided audited	Digital		☐
09-00102	Daily cash reports	7 years provided audited	Digital		☐
09-00112	Monthly industrial readings (book)	3 years provided audited	Digital		☐
09-00115	Water/sewer/refuse payment stubs	90 days	Paper		☐
09-00118	Maps & plans – assignment of numbers	25 years	Digital		☐
09-00119	Shut off lists	3 years	Digital		☐
09-00120	Move in orders	3 years provided audited	Digital		☐
09-00121	Move out orders	3 years provided audited	Digital		☐
-0012309	WCD deposits applied report	7 years provided audited	Digital		☐
09-00125	WCD deposit refunds	5 years provided audited	Digital		☐
24-00126	Credit card receipts	3 years provided audited	Paper		☐
24-00127	Scanned checks; electronically deposited	90 days	Paper		☐

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
24-00128	**TEXT MESSAGES**	**UNTIL NO LONGER OF ADMINISTRATIVE VALUE**	**MULTI**		☐

AGENDA ITEM NO. e

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE: March 10, 2026

SUBMITTED BY: Tim Pyle, Fire

ITEM TYPE: Schedule of Retention and Disposition

AGENDA SECTION: **REVIEW AND DISCUSSION**

SUBJECT: Review of the proposed changes to the current schedules of retention and disposition for the Fire Department.

SUGGESTED ACTION:

ATTACHMENTS:
RC2 - Fire Department Records Retention Schedule 2026.docx

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

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

CITY OF DELAWARE, OHIO — FIRE DEPARTMENT

(Local Government Entity) — (Unit/Department)

TIMOTHY PYLE	FIRE CHIEF	
(Name)	(Title)	(Date)

(Signature of Responsible Official)

Section B: Records Commission

CITY OF DELAWARE, OHIO — Records Commission — (740) 203-1013

(Telephone Number)

1 S. SANDUSKY STREET	DELAWARE	43015	DELAWARE
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: LStewart@delawareohio.net

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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 retains a permanent copy of this form

SAO-/LGRP- RC-2 (Part 1 & 2), Revised May 2024

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

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) **For use by LGRP only** RC-3 Required
25-0001	Annual Report – Fire	15 years appraise for historical value	Multi		☐
25-0002	Monthly Reports/EMS, Training, Fire, Incident & Prevention	Until incorporated into the annual report	Multi		☐
25-0003	Press releases	3 years appraise for historical value	Multi		☐
25-0004	Media Log	3 years appraise for historical value	Multi		☐
25-0005	State & County Emergency Operations Plan	1 year after revised, superseded or discontinued and no legal or administrative action pending	Multi		☐
25-0006	Mutual Aid Agreements	After revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	Multi		☐
25-0007	Contracts and Agreements	After revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	Multi		☐
25-0008	Labor Contracts	version after revised superseded or discontinued and no legal or administrative action pending, appraise for	Multi		☐

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

See instructions before completing this form.

		historical value			
25-0009	Fire Department Policies, Procedures, Rules & Regulations, Equipment Operating Procedures, General Orders	Retain prior version after revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	Multi		☐
25-0010	Meeting minutes	3 years appraise for historical value	Multi		☐
25-0011	General Business Files	3 years appraise for historical value	Multi		☐
25-0012	Grant Applications – awarded	6 years after expiration of grant	Multi		☐

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

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) **For use by LGRP only** RC-3 Required
25-0013	Grant applications – not awarded	Until no longer of an administrative or legal value	Multi		☐
25-0014	HIPPA Compliance Statement	3 years and no longer of an administrative or legal value	Multi		☐
25-0015	Knox Box Lists	Continually updated, revised or superseded	Multi		☐
25-0016	Hydrant Information Files	5 years and no longer of an administrative value	Multi		☐
25-0017	Permits (fireworks, burn, street closings)	5 years and no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content	Multi		☐
25-0018	SARA/Right to Know/HAZMAT – Commercial Materials Summary	Retain until no longer of Administrative value	Multi		☐
25-0019	Fire Inspection Files	5 years and no longer of an administrative value	Multi		☐
25-0020	Federal, State and Local Code and Standards (Fire, Building, NFPA)	Until revised, superseded or discontinued	Multi		☐
25-0021	Preplans	Continually updated, revised or superseded	Multi		☐
25-0022	Public Education Program	Until revised or superseded	Multi		☐

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

See instructions before completing this form.

25-0023	Above and Underground Storage Tanks	6 years after removal and no longer of an administrative or legal value	Multi		☐
25-0024	Construction Plans	1 year after completion and no longer of an administrative or legal value. Incorporate into preplan where possible	Multi		☐
25-0025	Fire Investigation Files	10 years and no longer of an Administrative or legal value	Multi		☐

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

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) **For use by LGRP only** RC-3 Required
25-0026	Training Requests	1 year after completion of class and no longer of an Administrative or legal value	Multi		☐
25-0027	Accreditation Documents	6 years after revised, superseded or discontinued and no legal or administrative action pending	Multi		☐
25-0028	Training Certifications, Licenses	6 years after employee leaves city employment	Multi		☐
25-0029	Training Schedule	6 years and no longer of an administrative value	Multi		☐
25-0030	Training Programs	6 years and no longer of an administrative value	Multi		☐
25-0031	Training Records	10 years after employee leaves city employment	Multi		☐
25-0032	Physical Fitness and Wellness Programs	7 years and no longer of an administrative or legal value	Paper		☐
25-0033	Occupational Safety and Health Inspections	3 years and no longer claims or legal actions pending	Multi		☐
25-0034	After Action Reports	3 years and no longer claims or legal actions pending	Multi		☐
25-0035	Quality Assurance Reports	3 years and no longer claims or legal actions pending	Multi		☐

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

See instructions before completing this form.

25-0036	EMS Protocol	6 years after revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	Multi		☐
25-0037	Incident Reports and Supplemental Documents – Non Fatal	6 years and no longer of an administrative value	Multi		☐
25-0038	Incident Reports and Supplemental Documents	Permanent	Multi		☐

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

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) **For use by LGRP only** RC-3 Required
25-0039	Blood Pressure Checks	1 year and no longer of an administrative or legal value	Multi		☐
25-0040	Pump Testing	5 years and no longer of an administrative or legal value	Multi		☐
25-0041	Ladder Testing	5 years and no longer of an administrative or legal value	Multi		☐
25-0042	Hose Testing	5 years and no longer of an administrative or legal value	Multi		☐
25-0043	SCBA and Fit Testing	5 years and no longer of an administrative or legal value	Multi		☐
25-0044	Personnel Protective Equipment	1 year after equipment sold, scrapped or no longer the property of the city	Multi		☐
25-0045	Controlled Substance Log	5 years and no longer of an administrative or legal value	Multi		☐
25-0046	Daily Log	5 years and no longer of an administrative or legal value	Multi		☐
25-0047	Apparatus and Equipment Operating and Maintenance Manuals	Life of equipment			☐
25-0048	Apparatus and Equipment Repair Records	Life of equipment and no longer of an administrative or legal value	Multi		☐
25-0049	**VOICE AND TEXT MESSAGES**	**ERASE OR DELETE WHEN NO**	**MULTI**		☐

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

See instructions before completing this form.

		LONGER OF ADMINSTRATIVE VALUE. DEPENDING ON THE CONTENT THESE MESSAGES MAY BE TRANSIENT RECORDS			
25-0050	DEA Drug License and Other Medical Licenses	5 years after expiration or modification and no claims pending	Multi		☐

AGENDA ITEM NO. f

Item Cover Page

RECORDS COMMISSION AGENDA ITEM REPORT

DATE:	March 10, 2026
SUBMITTED BY:	Jessica Feller, Department of Administrative Services
ITEM TYPE:	Schedule of Retention and Disposition
AGENDA SECTION:	**REVIEW AND DISCUSSION**
SUBJECT:	Review of the proposed changes to the current schedules of retention and disposition for the Department of Administrative Services.

SUGGESTED ACTION:

ATTACHMENTS:
RC2 - Records Retention 2026 - DAS DRAFT changes.pdf

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

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		Department of Administrative Services	
(Local Government Entity)		(Unit)	
	Jessica Feller	HR **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)203-1013** (Telephone Number)	
1 S. Sandusky Street	**Delaware**	**43015**	**Delaware**
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:
sdinovo@cityofdelawareoh.gov

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.

City of Delaware **Department of Administrative Services**

(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
DAS-21-001	Recruitment Files: Includes public notice/employment announcement for open positions, job description, applications and related documents (examination materials and scores, background investigations, polygraph tests, interview notes, references, occupational health and psychological examination).	7 years	Multi		☐
DAS-21-002	Director Level Recruitment File: Includes public notice/employment announcement for open positions, job description, applications and related documents (examination materials and scores, background investigations, polygraph tests, interview notes, references, occupational health and psychological examination) for director level positions.	7 years or until the next hiring process for that position, whichever is longer.	Multi		☐
DAS-21-003	Active Personnel File: Includes the following materials: • Application and pre-employment paperwork (including conditional offer of employment, letter of appointment and oaths of office) • Counseling, Discipline and Incident Notices (see DAS-007) • Complaints filed by employee • Evaluations • Insurance enrollment & change records • Personnel Action Forms noting pay or status changes • Training and Certification(s) required for position held (Note: All police and fire training and certifications will be maintained, but may be maintained at department level) • Use of Force Reports • Verification of employment for prior services • Miscellaneous records may also be included.	Place in Employee Personnel File and maintain until employee separates from employment, then archived (DAS-008).	Multi		☐

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

See instructions before completing this form.

City of Delaware **Department of Administrative Services**

(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
DAS-21-004	Police and Fire Background Records (Hired): Includes: polygraph, pension physical, drug screen, references, criminal history, psychological indexes and reports.	Place in Employee Personnel File and maintain until employee has successfully completed probation or six months from date of hire, whichever is longer.	Multi		☐
DAS-21-005	Background investigative report and liability waiver (safety forces)	Place in employee personnel file and maintain for 5 years from date of hire.	Multi		☐
DAS-21-006	Commendations, Thank You notes from the public, and Articles/Media	Until no longer of administrative value. May be maintained at the department level.	Multi		☐
DAS-21-007	Counseling, Discipline, and Incident Notices	Maintained in personnel file pursuant to labor contract. If no labor contract applies, continues to be maintained as part of personnel file.	Multi		☐
DAS-21-008	Archive Personnel File: Includes contents of personnel file plus FMLA, Workers' Compensation, Drug Testing, and Unemployment paperwork	20 years after separation.	Multi		☐
DAS-21-009	Department of Transportation (DOT) – CDL Testing, Results and Correspondence.	Place in Employee Drug & Alcohol	Multi		☐

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

See instructions before completing this form.

City of Delaware **Department of Administrative Services**

(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
		Testing file and maintain until employee separates from employment, then archived (DAS-008)			
DAS-21-010	Employee Drug Testing Results (probable cause)	Place in Employee Drug & Alcohol Testing file and maintain until employee separates from employment, then archived (DAS-008)	Multi		☐
DAS-21-011	Union Contracts and Agreements	30 years	Multi		☐
DAS-21-012	Grievances proceeding to the City Manager level: Includes but is not limited to **GRIEVANCE FORMS, RESPONSES**, arbitration decisions, fact finder reports, **AND MEDIATION REPORTS.**	20 years or until no longer of administrative value; whichever is longer.	Multi		☐
DAS-21-013	Civil Service Files: Include Civil Service Commission Meeting Minutes, Eligibility Lists, and Hearing Case Files	7 years	Multi		☐
DAS-21-014	EEOC Report	7 years	Multi		☐
DAS-21-018	Insurance policies	15 years after expiration	Multi		☐
DAS-21-021	Employee Health Insurance Plan Document	10 years	Multi		☐
DAS-21-022	Health Insurance Third-party Administration Files – Record of action taken by third party administrator in response to claim submitted.	5 years	Multi		☐

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

See instructions before completing this form.

City of Delaware **Department of Administrative Services**

(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
DAS-21-023	Workers Compensation Claim files: Include initial reports of injury, medical documentation, return to work authorization, correspondence with employee regarding claim	Place in Employee BWC file and maintain until employee separates from employment, then archived (DAS-008).	Multi		☐
DAS-21-024	Family Medical Leave Act – Requests, medical certification(s), continuation of health insurance, return to work clearance/examinations, fitness for duty and related correspondence.	Place in Employee Medical File and maintain until employee separates from employment, then archived.	Multi		☐
DAS-21-025	Accommodation Requests	Place in Employee Medical File and maintain until employee separates from employment, then archives (DAS-008)	Multi		☐
DAS-21-028	Employee Exit Surveys	Maintain until no longer of an administrative, fiscal, legal or historical value	Multi		☐
DAS-21-029	General Administrative Files	Maintain until no longer of an administrative, fiscal, legal or historical value	Multi		☐

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

See instructions before completing this form.

City of Delaware **Department of Administrative Services**

(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
DAS-21-030	Form I-9	PLACE IN DESIGNATED FORM I-9 FILE. MAINTAIN UNTIL EMPLOYEE SEPARATES FROM EMPLOYMENT, THEN DESTROY 1 YEAR AFTER SEPARATION DATE OR 3 YEARS FROM HIRE DATE, WHICHEVER IS LATER.	PAPER OR ELECTRONIC		☐
DAS-24-031	Employee Hepatitis B Immunization Records	30 YEARS AFTER SEPARATION	MULTI		☐
DAS-25-032	**GENERAL CORRESPONDENCE: NON-SPECIFIC CORRESPONDENCE RELATED TO THE GENERAL ADMINISTRATION, FUNCTION, POLICIES, DECISIONS, PROCEDURES, OPERATIONS AND OTHER ACTIVITIES OF THE CITY**	**MAINTAIN UNTIL NO LONGER OF AN ADMINISTRATIVE, FISCAL, LEGAL OR HISTORICAL VALUE**	**MULTI**		☐
DAS-25-033	**TRANSIENT CORRESPONDENCE AND COMMUNICATION RECORDS**	**MAINTAIN UNTIL NO LONGER OF AN ADMINISTRATIVE, FISCAL, LEGAL OR HISTORICAL VALUE**	**MULTI**		☐
DAS-25-034	**VOICEMAIL, TEXT MESSAGES, CALLER ID LOGS**	**MAINTAIN UNTIL NO LONGER OF AN ADMINISTRATIVE, FISCAL, LEGAL OR HISTORICAL VALUE**	**MULTI**		☐

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

See instructions before completing this form.

City of Delaware **Department of Administrative Services**

(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
DAS-25-035	OHIO CIVIL RIGHTS COMMISSION / EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATION FILES CAN INCLUDE, BUT MAY NOT BE LIMITED TO, DISCRIMINATION COMPLAINT FORM OR NOTICE, INVESTIGATIVE REPORT, EVIDENTIARY MATERIAL AND DOCUMENTATION OF FINDINGS/DETERMINATION.	5 YEARS AFTER RESOLUTION	MULTI		☐
DAS-25-036	COLLECTIVE BARGAINING FILES CAN INCLUDE DOCUMENTATION OF PREVIOUS CONTRACT, FINAL CONTRACT, TENTATIVE AGREEMENTS, SIGNED ARTICLES, MANAGEMENT NOTES/UPDATES, MEDIATION/FACT-FINDING REPORTS AND ARBITRATION DECISIONS (IF APPLICABLE).	10 YEARS	MULTI		☐
DAS-25-037	EMPLOYEE IDENTIFICATION PHOTOGRAPHS	UNTIL EMPLOYEE SEPARATES EMPLOYMENT OR PHOTO IS UPDATED	ELECTRONIC		☐
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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City of Delaware **Department of Administrative Services**

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