

**CITY OF DELAWARE
RECORDS COMMISSION
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
3:00 P.M.**

AGENDA

May 25, 2017

1. Roll Call
2. Approval of the Motion Summary for the meeting held July 10, 2013 as recorded and transcribed.
3. Review of Changes to the Current Schedules of Retention and Disposition
4. Approval of Public Records Policy
5. Next Meeting Date: To Be Established
6. Adjournment

Records Commission
Motion Summary
July 10, 2013

Members Present: City Manager Tom Homan, City Attorney Darren Shulman, April Nelson, Finance Director Dean Stelzer, and Executive Assistant Michele Kohler

Meeting was called to order by Chairman Tom Homan at 2:30 p.m.

1. Approval of the Motion Summary of the December 1, 2010 meeting as recorded and transcribed.

MOTION: Ms. Nelson moved to approve the minutes as to form since it has been couple years since we have met. Seconded by Chairman Homan. All in favor. Motion passed by 4-0 vote.

2. Review of Changes to the current Schedules of Retention and Disposition Certificates

MOTION: Mr. Nelson moved to approve the Schedules of Retention and Disposition Certificates as presented by the City Attorney. Seconded by Mr. Stelzer. All in favor. Motion passed by 4-0 vote.

3. Review and Approve Schedule of Copy Costs

MOTION: Mr. Stelzer moved to recommend the Schedule of Copy Costs to be included in the Fee Ordinance to be presented to City Council. Seconded by Ms. Nelson. All in favor. Motion passed by 4-0 vote.

4. Next Meeting Date: October 23, 2013 at 2:30 p.m.

Members agreed to meet on the proposed date.

5. Adjournment

Chairman Homan adjourned the meeting at 2:50 p.m.

Tom Homan, Chairman

Clerk



Section E: Records Retention Schedule

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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
DA <u>S-001</u>	Position Recruitment Files: Includes public notice/employment announcement for open positions, job description, and applicable-related documents (examination materials and scores, background investigations, polygraph tests, interview notes, references, occupational health and psychological examination) for unsuccessful candidates.	7 years	Multi		<input type="checkbox"/>
DA <u>S-002</u>	Active Personnel File: Includes the following materials: <ul style="list-style-type: none"> • Applications and pre-employment paperwork (including conditional offer of employment, letters of appointment and oaths of office) • Commendations and Media • Counseling, Discipline and Incident Notices (see DAS-005) • Complaints filed by employee • Evaluations • Health Insurance enrollment & change records • Miscellaneous • Personnel Actions 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) • Use of Force Reports • Verification of employment for prior service. • Miscellaneous records may also be included. 	Place in Employee Personnel File and maintain until employee separates from employment, then becomes Archive Personnel File archive d (DAS-006).	Mul <u>ti</u>		<input type="checkbox"/>
	Application and pre-employment paperwork: All applications for the City are completed online and are maintained digitally. These records may be incorporated into the employee personnel file.	<u>7 years</u>	<u>Compute</u> <u>f</u>		



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Date Reviewed: _____

Form Scanned: _____

<u>DAS-003</u>	<p><u>Police and Fire Background Records (Hired) for employees: Includes: background investigation and liability waiver, polygraph, pension physical, drug screen, references, criminal history, psychological indexes and reports. the following records used to determine whether a candidate is eligible for employment:</u></p> <p><u>Background investigation information</u> <u>Polygraph</u> <u>Physical</u> <u>Drug test</u> <u>References</u> <u>Criminal history</u> <u>Pradco Index and report</u></p>	<p><u>Place in Employee Personnel File and maintain Until employee has successfully completed probation or six months from date of hire, whichever is longer</u></p>			
<u>DAS-004</u>	<p><u>Commendations, Thank You Notes From The Public, and Articles/Media</u></p>	<p><u>Until no longer of administrative value. May be maintained at the department level.</u></p>			
<u>DAS-005</u>	<p>Counseling, Discipline, and Incident Notices</p>	<p>Maintained in personnel file pursuant to labor contract. If no labor contract applies, continues to be maintained as part of personnel file.</p>			
<u>—DA S-006</u>	<p>Archive Personnel File: Includes contents of personnel file plus FMLA, Workers Compensation, <u>Drug Testing</u>, and Unemployment paperwork.</p>	<p>20 years after separation.</p>			<input type="checkbox"/>
<u>DAS-007</u>	<p><u>Department of Transportation (DOT) – CDL Testing, Results and Correspondence.</u></p>	<p><u>Place in Employee Drug & Alcohol Testing file and maintain</u></p>			



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		<u>until employee separates from employment, then archived (DAS-006)</u>			
<u>DAS-008</u>	<u>Employee Drug Testing Results (probable cause)</u>	<u>Place in Employee Drug & Alcohol Testing file and maintain until employee separates from employment, then archived (DAS-006).</u>			
<u>DA S-009</u>	Union Contracts and Agreements	30 years			<input type="checkbox"/>
<u>DAS-010</u>	<u>Grievances proceeding to City Manager level, arbitration decisions, fact finder reports</u>	<u>10 years or until no longer of administrative value; whichever is long.</u>			
<u>DA S-011</u>	Civil Service Files: Include Civil Service Commission Meeting Minutes, Eligibility Lists, and Hearing Case Files	7 years			<input type="checkbox"/>
<u>DA S-012</u>	EEOC Report	7 years			<input type="checkbox"/>
<u>DA S-013</u>	Bid Proposals and Submissions – includes accepted and not accepted bids	5 years after completion of project			<input type="checkbox"/>
<u>DAS-014</u>	Vendor contracts	15 years after expiration			
<u>DAS-015</u>	Bonds of City of Delaware Officials and Employees	10 years after separation from City Employment			



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<u>DAS-016</u>	Insurance policies	15 years after expiration			
<u>DAS-017</u>	Accident and Injury Reports – City Vehicles and Property	4 years after case is closed			
<u>DAS-018</u>	Risk Management Files	6 years if no claim or legal action pending			
<u>DAS-019</u>	Employee Health Insurance Plan Document	10 years			
<u>DAS-020</u>	Health Insurance Third party Administration Files – Record of action taken by third party administrator in response to a claim submitted.	5 years			
<u>DAS-021</u>	Workers Compensation Claim files: Include initial reports of injury, medical documentation, return to work authorization, correspondence with employee regarding claim.	<u>Place in Employee BWC File and maintain until employee separates from employment, then archived (DAS-006). Maintained in employee Archive Personnel File.</u>			
<u>DAS-022</u>	<u>Family Medical Leave Act – Requests, medical certification(s), continuation of health insurance, return to work clearance/examinations, fitness for duty and related correspondence.</u>	<u>Place in Employee Medical File and maintain until employee separates from employment, then archived.</u>			
<u>DAS-023</u>	<u>Accommodation Requests</u>	<u>Place in Employee Medical File and maintain until employee</u>			



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		<u>separates from employment, then archived (DAS-006).</u>			
<u>DAS-024</u>	Construction and Renovation Project Manager Files – Includes correspondence regarding project, change orders, and project schedules.	6 years			
<u>DAS-025</u>	Facilities Projects Plans and Drawings – As Built: Maintained in each facility by Public Works Department.	Permanent			



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 Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-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 OHS-LGRP.

Section E: Records Retention Schedule

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- 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 (exp. six years), an action (exp. 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 OHS-LGRP. OHS-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, OHS-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 OHS-LGRP at:

localrecs@ohiohistory.org

OR The Ohio Historical Society

State Archives of Ohio

Local Government Records Archivist

800 E. 17th Avenue

Columbus, OH 43211-2497

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--- The OHS-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. OHS-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.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

(local government entity) _____ (unit)

(signature of responsible official) _____ (name) _____ (title) _____ (date)



Section B: Records Commission

Records Commission

(telephone number)

(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 Historical Society - State Archives



Signature

Title

Date

Section D: Auditor of State

Signature

Date

Please Note: The State Archives retains RC-2 forms permanently.

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Delaware

Police Department

(local government entity)

(unit)

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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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
	Actions Response Report	4 years	Paper		
	Address Changes submitted pursuant to the Violent Crime Control & Law Enforcement Act of 1994	1 year or until revised or superseded	Paper		
	Alarm Licenses: Residential and business licenses issued by the City.	Until revised, superseded, or obsolete	Multi		
	Alarm Reports - False	2 years	Multi		
	Animal Control Files:	2 years, provided Department is unaware of actions pending	Multi		
	Armory/Firearm Records	6 years	Multi		
	Arrest Book & Arrest Slates	2 years	Paper		
	Arrests – Adult Felony (Including Felony OVI)	25 years from last arrest	Electronic		
	Arrests – Adult Misdemeanor (Including Misdemeanor OVI)	15 years from last arrest	Electronic		

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	Arrests - Juvenile	Until subject turns 21 or otherwise directed by court	Electronic		
	Assignment Worksheets	2 years	Multi		
	Auction Files – list of items to be auctioned and sale records.	6 years after auction is held	Multi		
	BAC Affidavits, Test Forms, and other related material	3 years	Paper		
	Bicycle License Information: data entered into computer system from paper form.	Paper- until information is entered into computer. Computer - 5 years after license expiration	Multi		
	Blank forms	Until Obsolete or superseded, then destroy	Multi		
	BOLO Entries	3 years	Electronic		
	Booking Packet -FELONY: This record is no longer created.	4 years	Paper		
	Booking Packet -Misdemeanor: This record is no longer created	4 years	Paper		
	Building Work Orders	1 year	Multi		

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	CAD, and CFS files: Files pertaining to Computer Automated Dispatch, and Calls for Service.	Until no longer of administrative value	Multi		
	Call Logger recordings of police telephone system	Until system overwrites itself, which occurs after approximately 1 year.	Electronic		
	Case Files - CRIMINAL – Felony Other than Arson and Homicide. The criminal case file contains supporting documents such as reports, polygraphs, and witness statements.	Paper 25 years, provided no action KNOWN is pending; Computer -- 10 years. Note: When paper is scanned, the paper copy should be retained.	Multi		
	Case Files- CRIMINAL – Felony Arson and Homicide - The criminal case file contains supporting documents such as reports, photographs, and witness statements.	Paper Permanent; Computer - 10 years. Note: When paper is scanned, the paper copy should be retained.	Multi		
	Case Files -CRIMINAL– Misdemeanors: The criminal case file contains supporting documents such as the report, polygraphs,	Paper - 3 years, provided no	Multi		

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	[photographs], and witness statements.	KNOWN action pending, Computer – 10 years.			
	Case Files-Non-Criminal Incident Reports	Paper - 3 years, Computer - 10 years.	Multi		
	CCH logs	3 years	Paper		
	Citizen Police Academy files: Includes but not limited to applications, release forms, and schedules	1 year	Multi		
	Community outreach materials: Includes copies of speeches, presentations, and Community Service and Crime Prevention Programs	1 year after revised, superseded, or discontinued	Multi		
	Copy Log	6 months and of no administrative value	Paper		
	Court Calendar	2 years	Paper		
	Court Log –Criminal (contains names and charges of defendants for arraignment)	3 months	Paper		
	Court Traffic Citation Report	Paper – turned over to Court Computer – 5 years	Multi		
	Cruiser Mileage Log	5 years	Multi		

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	CSO logs: Includes daily, weekly, and monthly logs	1 year	Multi		
	Daily Offense (media) Report – report issued daily and made available to media/public containing public details about offenses.	Until no longer of administrative value	Paper		
	DelCom Feedback Forms	1 year	Multi		
	Detective DVR interview log	3 years	Paper		
	Detective Monthly Log	2 years and no longer of administrative or legal value	Multi		
	Detective Referrals (from other agencies) – Non Criminal	3 years	Multi		
	Digital Photographs	3 years providing no KNOWN action is pending.	Multi		
	Disaster & Security Plans and Emergency Protocols	Keep until revised or superseded or no longer used.	Multi		
	Disciplinary Files – discipline placed in employee files	Maintained pursuant to current employment contract. A copy of the contract is located on the City of	Paper		

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		Delaware website.			
	Drug Test Logs	3 years	Paper		
	Emergency Vehicle Exemption Form (sent to BMV for on duty accidents)	2 years	Paper		
	Employee Shift Preferences	2 years	Paper		
	Event and Parade Plans	3 years	Multi		
	Evidence	Until case is disposed of in court – then returned to owner, destroyed, converted or auctioned			
	Evidence – BCI Release Receipts	6 years	Paper		
	Evidence Disposition Lists	6 years	Paper		
	Explorer Program Files – includes but is not limited to applications, waivers, and training records.	5 years	Multi		
	Expunged Records	Remove names and social security numbers from report and/or arrest and maintain the redacted report according to the report	Multi		

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		and arrest retention schedule.			
	Expungement Orders	Permanent	Paper		
	Extra Duty Sign Up Sheets	1 year	Paper		
	Facility Cameras: Includes cameras monitoring city buildings such as parking lots, water facility, and airport.	15 days, then taped over on hard drive	Electronic		
	Federal Firearm Licenses -Applications	5 years	Paper		
	Felony Registration: Registration submitted by felons required to report that they live in the city.	5 years	Paper		
	Field Interview Case List	3 years	Electronic		
	Financial Records: Receipts for funds taken in by police department, including alarm fees and licenses and parking fees and receipts of money transfers to general fund. Includes deposit reports.	3 years or until audit is completed for that year.	Multi		
	Fingerprint applicants	3 years	Multi		
	Fire Safety Quarterly Drill	3 years	Paper		
	FTO Forms – Forms that are filled out during new officers training period	2 years	Multi		
	Grand Jury Submission Forms	2 years	Paper		
	Grant Applications and Supporting Documentation	7 years after expiration of grant if grant	Multi		



		is awarded. 2 years if grant is not awarded			
	Impound forms	Paper - 2 years or until audit for that year has been completed, Computer – 5 years.	Multi		
	In Car Video Recordings: Recordings of traffic stops, accidents, arrests, etc.	Minimum of 7 days and no longer of administrative value	Electronic		
	Intelligence Case List	3 years	Electronic		
	Internal investigation files	Maintain file for 2 years. If investigation results in discipline, maintain a copy in personnel file pursuant to time frames established in labor agreement.	Paper		
	Inventory of Fixed Assets	3 years	Multi		
	Jail – all other misc forms Including but not limited to: prisoner med schedule, jail repair log, fire safety drills, juvi detainment log,	6 years and no longer of administrative or legal	Paper		

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	prisoner supply record, etc.	value			
	Jail Commitments	1 year, provided they are of no legal or administrative value	Paper		
	Jail Hourly Inmate Checklists	6 years and no longer of administrative or legal value	Multi		
	Jail Inmate Health Screening Records	6 years and no longer of administrative or legal value	Paper		
	Jail Inmate Laundry inventory and Pick Up Sheets	1 year	Paper		
	Jail Inmate Phone Call Log – Log of who makes calls to and from the jail.	6 years and no longer of administrative or legal value	Paper		
	Jail Inmate Visitor Log	6 years	Paper		
	Jail inmates Medical Requests	6 years and no longer of administrative or legal value	Paper		
	Jail Monthly Inspections	6 years	Paper		

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	Jail Record of Inmate Personal Property	6 years and no longer of administrative or legal value	Paper		
	Jail Weekly Security Checks	6 years and no longer of administrative or legal value	Paper		
	K-9 Data Forms	3 years	Paper		
	K-9 Demonstration Requests	1 year	Paper		
	K-9 Use Records	6 years and no case pending	Multi		
	LEADS Audit reports	3 years	Paper		
	LEADS Entries For Missing Juveniles, Missing Persons, Stolen Articles, Warrants, and Wanted Persons	2 years after cancellation of record	Paper		
	LEADS Newsletters: Training bulletins for LEADS.	3 years	Multi		
	LEADS/NCIC Teletype Messages	Until no longer of administrative value	Electronic		
	LEADS/NCIC Validations	3 years	Paper		
	Licenses/Permits issued to department	Until expired	Multi		
	Maintenance personnel clearance log: log of personnel entering secured areas of justice	2 years	Multi		

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	building to perform maintenance.				
	Master Key Sign Out & Transaction Log	2 years	Paper		
	Monthly Reports	5 years	Multi		
	Mug Shots Numbering Log	Paper -15 years, Computer – 10 years	Multi		
	Mutual Aid Request	1 year	Paper		
	Officer Statistic Report	3 years	Multi		
	Parking - Meter Bag Log	3 years	Paper		
	Parking – Street Marking Slips	6 months	Paper		
	Parking and Safety Meeting Materials – includes agenda and minutes	3 years	Multi		
	Parking- Citation Log Book	3 years	Paper		
	Parking- Permit Log	2 years	Multi		
	Parking Ticket Entry Report & Parking Ticket Payment Report	3 years	Paper		
	Parking Tickets	Paper 3 years, Computer 2 years	Multi		
	Pass-On Log: Information transmitted from one shift to the next shift.	15 days	Paper		

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	Pawn Case List	3 years	Electronic		
	Pawn Shop License Applications	Successful application is kept until revised, obsolete, or superseded. Unsuccessful applications are kept for 2 years	Paper		
	Payroll documentation including overtime sheets/time off slips, and payroll reports maintained at Police Department.	3 years or until audit is completed for that year.	Multi		
	Peddler License Files	3 years	Paper		
	Police Intern Records – records generated by or about interns	1 year	Paper		
	Policy and Procedure Manual	Keep most recent version plus prior version.	Multi		
	Potential Claims	3 years	Multi		
	Property Cards	Paper - 8 years after disposition; Computer – 10 years	Multi		
	Property Receipt Forms	2 years	Paper		
	Property Seizure	Follow Case (incident	Paper		

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		Report) File Retention			
	Protection Orders – Temporary	Return to Court when recalled	Paper		
	Protection Orders -Civil	Until expired or withdrawn	Paper		
	Pursuit Review	3 years	Paper		
	Radar and Laser certificates	Keep current certificate plus immediate past certificate	Paper		
	Radar Repair Records	Keep as long as the unit is functioning and in use.	Paper		
	Recreational Programs sponsored by the Police Dept. (Basketball, Taekwondo, etc.)	3 years	Multi		
	Response to resistance	6 years	Multi		
	Retest – Request for retest thru BMV	3 years	Paper		
	Ride Along Waivers - Civilian	2 years	Paper		
	Safety Town File: Includes but not limited to emergency information forms and schedules	1 year	Multi		
	Salvage/Junk Affidavits -BMV	5 years	Paper		
	Shift Assignment Log: Log containing officer area and cruiser assignment for shifts.	6 months	Paper		

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	Special Permits	2 years after expiration or permit	Multi		
	Staff Meeting Materials: Includes agendas and minutes from Police Department staff meetings.	3 years or until no longer of Administrative Value	Multi		
	Subpoena Log	1 year	Paper		
	Subpoenas and Summons	Retain until court date or withdrawn by issuing court.	Paper		
	Taxicab License Files	1 year after license expiration or renewal	Paper		
	Traffic Accident Reports (fatal)	PAPER – Permanent COMPUTER-5YEARS	Multi		
	Traffic Accident Reports (non-fatal)	Paper: 2 years, provided Department is unaware of any action pending. Computer – 5 years	Multi		
	Traffic Citations- Non OVI	Paper -2 years if no action pending, Computer – 6	Multi		

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		years			
	Traffic Citations -OMVI and Video of Jail Sobriety Tests	7 years	Paper		
	Traffic Citations- Voided	Annually turned over to court. Destroy upon transmission.	Paper		
	Traffic Survey Files: Materials generated to analyze traffic usage and violations in an area.	4 years	Multi		
	Training Files (continuing education)	3 years	Multi		
	Trespass Warning File	3 years	Paper		
	Vacation/Vacant House Check Records	30 days	Paper		
	Vehicle Inspection Log	1 year	Paper		
	Video and Audio Recordings involved in criminal case – These materials are maintained as part of the criminal case file.	Retain as part of case file per the applicable retention schedule	Multi		
	Video and Audio Recordings not involved in a criminal case.	Retain until no longer of administrative value	Multi		
	Visitor Sign-In log for Police Department	6 months	Paper		
	Warning Tickets –traffic or criminal infractions.	Paper Criminal infractions 2	Multi		

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		years, traffic 30 days, Computer - 2 years			
	Warrants	Paper - Until served, discharged, stale dated, answered, or withdrawn by the issuing court, then returned to the Court. Computer – 3 years.	Multi		
	Warrants to discharge	Return signed copy to court	Paper		
	Work Schedules	5 years	Paper		
	Zoning Violation Notices & Investigations	2 years and no actions pending	Multi		

City of Delaware Public Records Policy

It is the mission and intent of the City of Delaware to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act

DEFINING PUBLIC RECORDS: All records kept by are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying. A record is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the city that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

MANAGING RECORDS City of Delaware records are subject to records retention schedules. The office's current schedules are available at City Hall, a location readily available to the public as required by §149.43(B)(2), Ohio Revised Code. They can be emailed to a requester upon request.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website (www.ohioattorneygeneral.gov) for the purpose of keeping employees of the office and the public educated as to the office's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws and Personal Information Systems Act.

ELECTRONIC RECORDS: Electronic records, such as email, are to be treated in the same fashion as records in other formats, such as paper. Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

SUBMITTING A RECORDS REQUEST: No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office will contact the requester for clarification, and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

RESPONSE TIMEFRAME: Public records are to be available for inspection during regular business hours, with the exception of published holidays. Copies of public records will be made available within a reasonable period of time. "Reasonable" takes into account the volume of records requested; the proximity of the location where the records are stored; and the

necessity for any legal review and redaction of the records requested. It is the goal of the city that all requests for public records should be acknowledged in writing.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. However, city may request the requestor's identity, and/or the intended use of the information requested where a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested. In this case, the city will tell the requestor that a written request is not required and that the requester may decline to reveal the requestor's identity or intended use.

CREATING A NEW RECORD TO FILL A REQUEST: In processing a public records request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

DENIAL OR REDACTION OF RECORDS: If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. Any denial of public records requested will include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requestor of any redaction or make the redaction plainly visible.

COPYING AND MAILING COSTS: Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is \$.05 cents per page for black and white and \$.10 for color copies. The charge for electronic files downloaded to a compact disc is \$1.00 per disc. A requester may be required to pay in advance for costs involved in providing the copy. If a requester asks that documents be mailed, he or she may be charged the actual cost of the postage and mailing supplies. There is no charge for documents e-mailed.