CITY OF DELAWARE
RECORDS COMMISSION
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
10:30 A.M.

AGENDA

December 16, 2019

1. Roll Call

2. Approval of the Motion Summary for the meeting held November 19, 2018 as recorded and transcribed.

3. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

4. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Oak Grove Cemetery

4. Member Comments

5. Next Meeting Date: To Be Established

6. Adjournment

RECORDS COMMISSION
MOTION SUMMARY
November 19, 2018

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 4:09 p.m.

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

ITEM 2. Approval of the Motion Summary for the meeting held July 25, 2018, 2017, as recorded and transcribed.

Motion: Ms. Kohler moved to approve the Motion Summary from July 25, 2018, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

ITEM 3. Review of Two Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

Mr. Shulman discussed that the police has an active records retention schedule that is often reviewed and amended. The first is for new schedules that they are proposing and do not have a current retention policy. The second group of items are for revisions. Mr. Homan discussed the Disciplinary Internal Investigation log. A discussion was held on if three years is long enough. Mr. Stelzer discussed the citizen right to know and internal investigations with the police department. It was decided to hold this item for more information. Ms. Kohler discussed where the file for Employee Clothing and Equipment is located. She discussed that if the records is kept at DAS it would be scanned and not a paper file. Mr. Shulman recommended to wait for approval on items 2, 3, and 4 to allow for more clarification.

Motion: Mr. Shulman motioned to remove proposed changes 2, 3, and 4 presented in the retention schedule to allow for more information, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

Motion: Mr. Stelzer motioned to approve the retention schedule as amended, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

ITEM 4. Member Comments

ITEM 5. Next Meeting Date: To Be Established

It was discussed having a meeting prior to the records destruction date around April or May.

ITEM 8. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:19 p.m.

_____

Chairman

_____

Elaine McCloskey, Clerk

INSTRUCTIONS—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 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

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

--- 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)

Ohio Historical Society

State Archives of Ohio

Local Government Records Program

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)

Ohio Historical Society

State Archives of Ohio

Local Government Records Program

(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
DPD-001	Actions Response Report	**4 years**	**Paper**		
DPD-002	Address Changes submitted pursuant to the Violent Crime Control & Law Enforcement Act of 1994	**1 year or until revised or superseded**	**Paper**		
DPD-003	Alarm Licenses: Residential and business licenses issued by the City.	**Until revised, superseded, or obsolete**	**Multi**		
DPD-004	Alarm Reports - False	**2 years**	**Multi**		
DPD-005	Animal Control Files:	**2 years, provided Department is unaware of actions pending**	**Multi**		
DPD-006	Armory/Firearm Records	6 years	**Multi**		
DPD-007	Arrest Book & Arrest Slates	**2 years**	**Paper**		
DPD-008	Arrests – Adult Felony (Including Felony OVI)	**25 years from last arrest**	**Electronic**		
DPD-009	Arrests – Adult Misdemeanor (Including Misdemeanor OVI)	**15 years from last arrest**	**Electronic**		

DPD-010	Arrests - Juvenile	**Until subject turns 21 or otherwise directed by court**	**Electronic**		
DPD-011	Assignment Worksheets	**2 years**	**Multi**		
DPD-012	Auction Files – list of items to be auctioned and sale records.	**6 years after auction is held**	**Multi**		
DPD-013	BAC Affidavits, Test Forms, and other related material	**3 years**	**Paper**		
DPD-014	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**		
DPD-015	Blank forms	Until Obsolete or superseded, then destroy	**Multi**		
DPD-016	BOLO Entries	**3 years**	**Electronic**		
DPD-017	Booking Packet -FELONY: This record is no longer created.	**4 years**	**Paper**		
DPD-018	Booking Packet -Misdemeanor: This record is no longer created	**4 years**	**Paper**		
DPD-019	Building Work Orders	**1 year**	**Multi**		

DPD-020	CAD, and CFS files: Files pertaining to Computer Automated Dispatch, and Calls for Service.	**Until no longer of administrative value**	**Multi**		
DPD-021	Call Logger recordings of police telephone system	**Until system overwrites itself, which occurs after approximately 1 year.**	**Electronic**		
DPD-022	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 known action is pending; Computer -- 10 years. Note: When paper is scanned, the paper copy should be retained.**	**Multi**		
DPD-023	Case Files- CRIMINAL – Felony Arson and Homicide - The criminal case file contains supporting documents such as reports, , and witness statements.	**Paper Permanent; Computer - 10 years. Note: When paper is scanned, the paper copy should be retained.**	**Multi**		
DPD-024	Case Files -CRIMINAL– Misdemeanors: The criminal case file contains supporting	**Paper - 3 years, provided no known action**	**Multi**		

	documents such as the report, polygraphs, and witness statements.	**pending, Computer – 10 years.**			
DPD-025	Case Files-Non-Criminal Incident Reports	**Paper - 3 years, Computer - 10 years.**	**Multi**		
DPD-026	CCH logs	**3 years**	**Paper**		
DPD-027	Citizen Police Academy files: Includes but not limited to applications, release forms, and schedules	**1 year**	**Multi**		
DPD-028	Community outreach materials: Includes copies of speeches, presentations, and Community Service and Crime Prevention Programs	**1 year after revised, superseded, or discontinued**	**Multi**		
DPD-029	Copy Log	6 months and of no administrative value	**Paper**		
DPD-030	Court Calendar	2 years	**Paper**		
DPD-031	Court Log –Criminal (contains names and charges of defendants for arraignment)	**3 months**	**Paper**		
DPD-032	Court Traffic Citation Report	Paper – turned over to Court Computer – 5 years	**Multi**		
DPD-033	Cruiser Mileage Log	5 years	**Multi**		

DPD-034	CSO logs: Includes daily, weekly, and monthly logs	**1 year**	**Multi**		
DPD-035	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**		
DPD-036	DelCom Feedback Forms	1 year	**Multi**		
DPD-037	Detective DVR interview log	**3 years**	**Paper**		
DPD-038	Detective Monthly Log	**2 years and no longer of administrative or legal value**	**Multi**		
DPD-039	Detective Referrals (from other agencies) – Non Criminal	3 years	**Multi**		
DPD-040	Digital Photographs	**3 years providing no known action is pending.**	**Multi**		
DPD-041	Disaster & Security Plans and Emergency Protocols	**Keep until revised or superseded or no longer used.**	**Multi**		
DPD-042	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**		

		Delaware website.			
DPD-043	Drug Test Logs	3 years	**Paper**		
DPD-044	Emergency Vehicle Exemption Form – Copy (original sent to BMV for on duty accidents)	**2 years**	**Paper**		
DPD-045	Employee Shift Preferences	2 years	**Paper**		
DPD-046	Event and Parade Plans (includes Operation Plans, Community Response Plans)	**3 years**	**Multi**		
DPD-047	Evidence	Until case is disposed of in court – then returned to owner, destroyed, converted or auctioned			
DPD-048	Evidence – BCI Release Receipts	**6 years**	**Paper**		
DPD-049	Evidence Disposition Lists	6 years	**Paper**		
DPD-050	Explorer Program Files – includes but is not limited to applications, waivers, and training records.	5 years	**Multi**		
DPD-051	Expunged Records	**Remove names and social security numbers from report and/or arrest and maintain the redacted report according to**	**Multi**		

		the report and arrest retention schedule.			
DPD-052	Expungement Orders	**Permanent**	**Paper**		
DPD-053	Extra Duty Sign Up Sheets	**1 year**	**Paper**		
DPD-054	Facility Cameras: Includes cameras monitoring city buildings such as parking lots, water facility, and airport.	**15 days, then taped over on hard drive**	**Electronic**		
DPD-055	Federal Firearm Licenses -Applications	**5 years**	**Paper**		
DPD-056	Felony Registration: Registration submitted by felons required to report that they live in the city.	**5 years**	**Paper**		
DPD-057	Field Interview Case List	**3 years**	**Electronic**		
DPD-058	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**		
DPD-059	Fingerprint applicants	**3 years**	**Multi**		
DPD-060	Traffic Crash Worksheet Report	Until crash report is completed	**Paper**		
DPD-061	FTO Forms – Forms that are filled out during new officers training period	**2 years**	**Multi**		
DPD-062	Grand Jury Submission Forms	2 years	**Paper**		

DPD-063	Grant Applications and Supporting Documentation	**7 years after expiration of grant if grant is awarded. 2 years if grant is not awarded**	**Multi**		
DPD-064	Impound forms	**Paper - 2 years or until audit for that year has been completed, Computer – 5 years.**	**Multi**		
DPD-065	In Car Video Recordings: Recordings of traffic stops, accidents, arrests, etc.	**Minimum of 7 days and no longer of administrativ e value**	**Electronic**		
DPD-066	Intelligence Case List	3 years	**Electronic**		
DPD-067	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**		
DPD-068	Inventory of Fixed Assets	**3 years**	**Multi**		

DPD-069	Jail – all other misc forms Including but not limited to: prisoner med schedule, jail repair log, fire safety drills, juvi detainment log, prisoner supply record, etc.	**6 years and no longer of administrative or legal value**	**Paper**		
DPD-070	Jail Commitments	**1 year, provided they are of no legal or administrative value**	**Paper**		
DPD-071	Jail Hourly Inmate Checklists	**6 years and no longer of administrative or legal value**	**Multi**		
DPD-072	Jail Inmate Health Screening Records	**6 years and no longer of administrative or legal value**	**Paper**		
DPD-073	Jail Inmate Laundry inventory and Pick Up Sheets	**1 year**	**Paper**		
DPD-074	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**		
DPD-075	Jail Inmate Visitor Log	**6 years**	**Paper**		
DPD-076	Jail inmates Medical Requests	**6 years and no longer of administrative or legal value**	**Paper**		

DPD-077	Jail Monthly Inspections	**6 years**	**Paper**		
DPD-078	Jail Record of Inmate Personal Property	**6 years and no longer of administrative or legal value**	**Paper**		
DPD-079	Jail Weekly Security Checks	**6 years and no longer of administrative or legal value**	**Paper**		
DPD-080	K-9 Data Forms	3 years	**Paper**		
DPD-081	K-9 Demonstration Requests	**1 year**	**Paper**		
DPD-082	K-9 Use Records	**6 years and no case pending**	**Multi**		
DPD-083	LEADS Audit reports	**3 years**	**Paper**		
DPD-084	LEADS Entries For Missing Juveniles, Missing Persons, Stolen Articles, Warrants, and Wanted Persons	**2 years after cancellation of record**	**Paper**		
DPD-085	LEADS Newsletters: Training bulletins for LEADS.	**3 years**	**Multi**		
DPD-086	LEADS/NCIC Teletype Messages	**Until no longer of administrative value**	**Electronic**		
DPD-087	LEADS/NCIC Validations	**3 years**	**Paper**		
DPD-088	Licenses/Permits issued to department	**Until expired**	**Multi**		

DPD-089	Maintenance personnel clearance log: log of personnel entering secured areas of justice building to perform maintenance.	**2 years**	**Multi**		
DPD-090	Master Key Sign Out & Transaction Log	**2 years**	**Paper**		
DPD-091	Monthly Reports	5 years	**Multi**		
DPD-092	Mug Shots Numbering Log (Note: This record is no longer produced)	**Paper -15 years, Computer – 10 years**	**Multi**		
DPD-093	Mutual Aid Request	**1 year**	**Paper**		
DPD-094	Officer Statistic Report	**3 years**	**Multi**		
DPD-095	Parking - Meter Bag Log	3 years	**Paper**		
DPD-0096	Parking – Street Marking Slips	6 months	**Paper**		
DPD-097	Parking and Safety Meeting Materials – includes agenda and minutes	**3 years**	**Multi**		
DPD-098	Parking- Citation Log Book	3 years	**Paper**		
DPD-099	Parking- Permit Log/**SPECIAL PARKING REQUEST FORM**	2 years	**Multi**		
DPD-100	Parking Ticket Entry Report & Parking Ticket Payment Report	3 years	**Paper**		
DPD-101	Parking Tickets	Paper 3 years, Computer 2 years	**Multi**		

DPD-102	Pass-On Log: Information transmitted from one shift to the next shift.	**15 days**	**Paper**		
DPD-103	Pawn Case List	3 years	**Electronic**		
DPD-104	Pawn Shop License Applications	**Successful application is kept until revised, obsolete, or superseded. Unsuccessful applications are kept for 2 years**	**Paper**		
DPD-105	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**		
DPD-106	Peddler License Files	**3 years**	**Paper**		
DPD-107	Police Intern Records – records generated by or about interns	**1 year**	**Paper**		
DPD-108	Policy and Procedure Manual	**Keep most recent version plus prior version.**	**Multi**		
DPD-109	Potential Claims	**3 years**	**Multi**		
DPD-110	Property Cards	**Paper - 8 years after disposition; Computer – 10 years**	**Multi**		
DPD-111	Property Receipt Forms	2 years	**Paper**		

DPD-112	Property Seizure	Follow Case (incident Report) File Retention	**Paper**		
DPD-113	Protection Orders – Temporary	**Return to Court when recalled**	**Paper**		
DPD-114	Protection Orders -Civil	**Until expired or withdrawn**	**Paper**		
DPD-115	Pursuit Report/ Review	**3 years**	**Paper**		
DPD-116	Radar and Laser certificates	**Keep current certificate plus immediate past certificate**	**Paper**		
DPD-117	Radar Repair Records	**Keep as long as the unit is functioning and in use.**	**Paper**		
DPD-118	Recreational Programs sponsored by the Police Dept. (Basketball, Taekwondo, etc.)	3 years	**Multi**		
DPD-119	Response to resistance	**6 years**	**Multi**		
DPD-120	Retest – Request for retest through BMV (City keeps copy; original sent to BMV)	3 years	**Paper**		
DPD-121	Ride Along Waivers - Civilian	**2 years**	**Paper**		
DPD-122	Safety Town File: Includes but not limited to emergency information forms and schedules	**1 year**	**Multi**		
DPD-123	Salvage/Junk Affidavits -BMV	**5 years**	**Paper**		

DPD-124	Shift Assignment Log: Log containing officer area and cruiser assignment for shifts.	**6 months**	**Paper**		
DPD-125	Special Permits	**2 years after expiration or permit**	**Multi**		
DPD-126	Staff Meeting Materials: Includes agendas and minutes from Police Department staff meetings.	**3 years or until no longer of Administrativ e Value**	**Multi**		
DPD-127	Subpoena Log	**1 year**	**Paper**		
DPD-128	Subpoenas and Summons	**Retain until court date or withdrawn by issuing court.**	**Paper**		
DPD-129	Taxicab License Files	**1 year after license expiration or renewal**	**Paper**		
DPD-130	Traffic Accident Reports (fatal)	**Paper – Permanent** **Computer-5YEARS**	**Multi**		
DPD-131	Traffic Accident Reports (non-fatal)	**Paper: 2 years, provided Department is unaware of any action pending. Computer – 5 years**	**Multi**		

DPD-132	Traffic Citations- Non OVI	**Paper -2 years if no action pending, Computer – 6 years**	**Multi**		
DPD-133	Traffic Citations -OMVI and Video of Jail Sobriety Tests	**7 years**	**Multi**		
DPD-134	Traffic Citations- Voided	**Annually turned over to court. Destroy upon transmission.**	**Paper**		
DPD-135	Traffic Survey Files: Materials generated to analyze traffic usage and violations in an area.	**4 years**	**Multi**		
DPD-136	Training Files (continuing education) – includes Traffic Stop Review Reports	**3 years**	**Multi**		
DPD-137	Trespass Warning File	**3 years**	**Paper**		
DPD-138	Vacation/Vacant House Check Records	**30 days**	**Paper**		
DPD-139	Vehicle Inspection Log	**1 year**	**Paper**		
DPD-140	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**		
DPD-141	Video and Audio Recordings not involved in a criminal case.	**Retain until no longer of administrativ e value**	**Multi**		
DPD-142	Visitor Sign-In log for Police Department	**6 months**	**Paper**		

DPD-143	Warning Tickets –traffic or criminal infractions.	**Paper Criminal infractions 2 years, traffic 30 days, Computer - 2 years**	**Multi**		
DPD-144	Warrants	**Paper - Until served, discharged, stale dated, answered, or withdrawn by the issuing court, then returned to the Court. Computer – 3 years.**	**Multi**		
DPD-145	Warrants to discharge	**Return signed copy to court**	**Paper**		
DPD-146	Work Schedules	5 years	**Paper**		
DPD-147	Zoning Violation Notices & Investigations	2 years and no actions pending	**Multi**		
DPD-148	Biological Hazard Report	3 years	Multi		☐
DPD-149	Jail Tracker Inmate Admission Form (copy only)	2 years	Paper		☐

DPD-150	Liquor Permit Documents (Background info/investigation, F permits, Application)	3 years	Paper		☐
DPD-151	NICS – Firearms Evidence Disposal	3 years	Paper		☐
DPD-152	Purchase Orders/Purchase Order Request Forms	3 years	Multi		☐
POLICE NEW					☐

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 — Cemetery (Records Inherited from the Oakgrove Cemetery Association)

(Local Government Entity) — (Unit)

(Signature of Responsible Official) — (Name) — (Title) — (Date)

Section B: Records Commission — *See ORC 149.38 – ORC 149.412 for Records Commission information*

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 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
	Cash book journals (11/18/1850- 2012) 1950's-(Special care for decorations, watering, straightening stones, etc.)	**10 years after relevant**	**Paper**		☐
	Policies, procedures, rules & regulations	**5 years after change**	**Paper & Digital**		☐
	Condensed financial report (1920-1925, 1935-1940, 1951-1954, 2004-10/31/2012)	**No longer of administrative value**	**Paper**		☐
	Secretary & Treasurer reports (1942-2012)	**No longer of administrative value**	**Paper**		☐
	Employee child support (2000-2012)	**No longer of administrative value**	**Paper**		☐
	Treasurer's box (all duplicate reports, bank statements, investment checks, deposit slips & correspondence (1994-2006)	**No longer of administrative value**	**Paper**		☐
	Treasurer's investment log book and investment statements (1992-2013)	**No longer of administrative value**	**Paper**		☐
	Misc. association investment information	**No longer of administrative value**	**Paper**		☐
	Various financial reports (1935-1958)	**No longer of administrative value**	**Paper**		☐
	Two week & monthly revenue reports (1926-2013)	**No longer of administrative value**	**Paper**		☐
	Receipts (1940-1950, 1999, 2012)	**No longer of administrative value**	**Paper**		☐
	Tax correspondence (2013-2013)	**No longer of administrative value**	**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
	Payroll (1991, 1992, 1995-2012) **Employer Payroll Books (2000-2012)**	**No longer of administrative value**	**Paper** **Paper**		☐
	Check stubs (1992, 1994, 1995, 1996, 1998, 2000-2012)	**No longer of administrative value**	**Paper**		☐
	Meeting minutes (many of these books are covered in black mold) 1851-1863, 1887-1902, 1901, 1930-1935, 1936-1949,1961-1968, 1976-2012)	**Permanent**	**Paper until scanned, then Digital**		☐
	Deed Index Book; Deeds (volumes 1-4, loose deeds vol. 5-7, no volume 8); Duplicate deed copies & receipts (early 1900's, 1954-1972)	**Digital Permanent**	**Paper until scanned, then Digital**		☐
	Lot owner cards (1939- 2018) & interment cards (1939-2017)	**Digital Permanent**	**Paper until scanned, then Digital**		☐
	Interment index book (1889-1915, 1938-1945, Oak Grove-prior to 1889 & St. Mary Cemetery prior to 1915)	**Digital Permanent**	**Paper until scanned, then Digital**		☐
	Single grave section book (records of interments in: Potter's Field, Wander's Home and Old Graveyard sections & Singles Sections)	**Digital Permanent**	**Paper until scanned, then Digital**		☐
	Perpetual care receipts (1917-1948, some dates unknown)	**Until no longer of administrative value**	**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
	Employee time sheets (2000-2012)	**No longer of administrative value**	**Paper**		☐
	Expense receipts (1925-1938)	**No longer of administrative value**	**Paper**		☐
	Invoices (1991, 1992, 1996, 2000-2012)	**No longer of administrative value**	**Paper**		☐
	Friends of Oak Grove donation correspondence and list of names & addresses	**No longer of administrative value**	**Paper & Digital**		☐
	Bank statements (1983, 1987, 1990, 1992, 1994-2013);bank statements reconciliations (2010-2012); bank deposit slips & receipts (1983, 1986-1987, 1991-2012)	**No longer of administrative value**	**Paper**		☐
	Signed consent forms & letters	**Permanent**	**Paper & Digital**		☐
	Endowment care reports and special cards (1926-1986)	**No longer of administrative value**	**Paper**		☐
	Burial permits (dates unknown, 1978-2004, 2005-2012)	**5 years**	**Paper**		☐
	State & Federal motor fuel refund forms & receipts (2004-2012)	**No longer of administrative value**	**Paper**		☐
	Collection book (1886-written on a page unreadable, 1st readable page- July 9, 1906, last page April 10, 1920) (various other books 1896-1926)	**No longer of administrative value**	**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
	Lot owner book (alphabetical order, no specific dates)	**Permanent**	**Paper, may be scanned for preservation purposes**		☐
	Plat books, 5 volumes & Duplicate- drawing of plat layouts and locations for Sunset View, Valley View & Heritage Heights sections & microfiche negatives	**Digital Permanent**	**Paper & Digital**		☐
	Transient correspondence (unknown dates prior to 2000 & 2000- 2012)	**No longer of administrative value**	**Paper**		☐
	Various section maps	**No longer of administrative value**	**Paper**		☐
	Blueprint for Sandusky Street wrought iron fence	**Until no longer of administrative or historic value**	**Paper**		☐
	Old newspaper articles & pictures (were loose, have been scanned and archived)	**No longer of administrative value**	**Paper & Digital**		☐
	Section maps (paper, scans & microfiche negatives for Oak Grove & St. Mary)	**Until no longer of administrative value**	**Paper & Digital**		☐
	Oak Grove Cemetery Association Dissolution	**Permanent**	**Digital**		☐
	Bureau of workers compensation certificates, claims & audit confirmations	**No longer of administrative value**	**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
	Oak Grove Cemetery Association Vendor License	**No longer of administrative value**	**Paper**		☐
	Grant proposals	**No longer of administrative value**	**Paper**		☐
	Survey of sold property & land sale paperwork	**Permanent**	**Paper**		☐
	Department of Commerce papers & Real Estate license	**No longer of administrative value**	**Paper**		☐
	Trustee tail insurance policy (2 yr. policy, expired Nov. 2014)	**No longer of administrative value**	**Paper**		☐
	Association liability insurance	**No longer of administrative value**	**Paper**		☐
	Association land & house rental agreements	**No longer of administrative value**	**Paper**		☐
	Copies of cashed CD's	**No longer of administrative value**	**Paper**		☐
	Resin J. Pumphrey et al Deed to Rev. John Watterson Del. Co. deed record, Ex. Dec. 31, 1897	**Permanent**	**Paper**		☐
	Memorandum from 1905	**Permanent**	**Paper**		☐
	Sheriff's Deed (From Veley E. Main to Oak Grove Cemetery)	**Permanent**	**Paper**		☐
	Court of Common Pleas of Del. Co, OH (Oak Grove vs Earl M. French	**Permanent**	**Paper**		☐
	Quit Claim Deed (City of Delaware to Oak Grove,	**Permanent**	**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
	Feb. 20, 1906)				☐
	Association incorporation papers	**Permanent**	**Paper**		☐
	Certificate of Amendment of Article of Code of Regulations (resolution of amendment adopted by the board to change from The Oak Grove Company to The Oak Grove Association) Jan. 13, 1930	**Permanent**	**Paper**		☐

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 — Cemetery

(Local Government Entity) — (Unit)

(Signature of Responsible Official) — (Name) — (Title) — (Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

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 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
	Cash Book Journal	**Until annual audit is completed for the year the record was created**	**Paper**		☐
	Deeds	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Special Endowment Care reconciliations	**Permanent**	**Digital**		☐
	Burial Permits	**5 years**	**Paper & Digital**		☐
	Transient correspondence	**Until no longer of Adm. value**	**Various**		☐
	Bank Deposit Receipts (copies)	**1 year**	**Paper**		☐
	Friends of Oak Grove donation correspondence, names & addresses	**Until no longer of Adm. value**	**Digital**		☐
	Plat Books	**Permanent**	**Paper & Digital**		☐
	Individual lot owner and interment cards	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Interment request order forms	**1 year**	**Paper**		☐
	Receipts	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Unsolicited Correspondence/	**Until no**	**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
	Unsolicited Mail/ Unsolicited Email and similar unsolicited communications	**Until no longer of Adm. value**	**Digital**		☐
	Reading, informational and reference materials regarding cemetery (copies)	**Until no longer of Adm. value**	**Paper & Digital**		☐
	Foundation request order forms	**5 years**	**Paper**		☐
	Signed & Notarized "Consent To Use" forms	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Blank forms	**Until no longer of Adm. value**	**Paper**		☐
	Cemetery lot purchase contracts	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Cemetery lot repurchase contracts	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Policies, procedures, rules & regulations and job responsibilities listings	**5 years after change**	**Digital**		☐
	Section maps (paper, scans & microfiche negatives for Oak Grove & St. Mary)	**Paper until scanned, Digital Permanent**	**Multi**		☐
	Indigent burial applications forms	**Paper until scanned, Digital Permanent**	**Paper Digital**		☐
					☐

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
	Monthly/Yearly interment report (tracks # of interments)	**30 years**	**Digital**		☐
	Monthly/Yearly reconciliation report	**1 years**	**Digital**		☐
	Monthly/Yearly revenue comparison report	**5 years**	**Digital**		☐
	Monthly/Yearly lot sale report	**10 years**	**Digital**		☐
	Customer payment ledger	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Price List	**5 years after change**	**Digital**		☐
	Signed "Successor" Forms	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Signed "Request to Move Cremains" Forms	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	**Until no longer of Adm. value**	**Multi**		☐
	Voice Mails, Text Messages	**Until no longer of Adm. value**	**Multi**		☐
	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	**Until no longer of Adm. value**	**Multi**		☐
	List/Rosters/Informational Directories containing employee contact information	**Until no longer of Adm. value**	**Multi**		☐

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
	Deed Index Book	**Permanent**	**Paper**		☐
	Miscellaneous pictures and articles relating to cemetery	**Paper until scanned, Digital Permanent**	**Multi**		☐
	Deed and Interment consecutive # listing	**Until no longer of Adm. value**	**Digital**		☐
	Oak Grove Cemetery Property Deeds	**Permanent**	**Paper**		☐
	Miscellaneous signed letters and forms of permission	**Paper until scanned, Digital Permanent**	**Multi**		☐
	Veteran Marker Application Form	**Paper until scanned, Digital Permanent**	**Paper & Digital**		☐
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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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