



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION  
 DECEMBER 05 2023  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

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

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

Cuyahoga County

Agency of Inspector General

(Local Government Entity)

(Unit)

*Alexandra R. Beeler*

Alexandra R. Beeler

Inspector General

November 29, 2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Cuyahoga County Records Commission c/o Judith Cetina

(216) 443-7250

3951 Perkins Avenue

Cleveland

44114

(Telephone Number)  
Cuyahoga

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:  
[jcetina@cuyahogacounty.us](mailto:jcetina@cuyahogacounty.us)

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.

*Judith H. Cetina, Acting CHAIR*

*12-5-2023*

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Government Records Archivist

12/13/2023

Signature

Title

Date

**Section D: Auditor of State**

Records Manager

Signature

Title

Date

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

Cuyahoga County

Agency of Inspector General

(Local Government Entity)

(Unit)

**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*

(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
2023-1	<b>Advisory Opinions, Ethics</b>  Final Reports and/or Opinions	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-2	<b>Advisory Opinions, Ethics</b>  Final Reports and/or Opinions	Retain as long as administratively appropriate, but in no event less than thirty (30) years.	Electronic		<input type="checkbox"/>
2023-3	<b>Blank Forms</b>	Retain until superseded, replaced, or obsolete, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-4	<b>Bulletins, Posters, and Notices to Employees</b>	Retain until no longer administratively necessary, then destroy	Paper		<input type="checkbox"/>
2023-5	<b>Classification Specifications and/or Job Descriptions</b>	Retain until no longer administratively necessary, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-6	<b>Contractor Registration Exemption Requests</b>	Retain five (5) years, then destroy	Paper		<input type="checkbox"/>
2023-7	<b>Contractor Registration Correspondence</b>	Retain until the earlier of one (1) year or until electronically	Paper		<input type="checkbox"/>

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

Cuyahoga County

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		saved, then destroy			
2023-8	Contractor Registration Correspondence	Retain for one (1) year, then destroy, per Cuyahoga County RC-2 approved 8- 2012	Electronic		<input type="checkbox"/>
2023-9	Contractor Registration Forms	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-10	Contractor Registration Forms	Retain as long as administratively appropriate but in no event less than five (5) years, then destroy	Electronic		<input type="checkbox"/>
2023-11	Court Documents, Pleadings, Transcripts  Copies of documents as part of investigative files. Original records are maintained by the County Court and other County offices as applicable.	Retain four (4) years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-12	Desk and/or Appointment Calendars	Retain until no longer of administrative use, then destroy	Paper		<input type="checkbox"/>
2023-13	Directories, Contact Lists, and/or Mailing Lists	Retain until no longer administratively necessary, then destroy	Paper and/or Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2023-14	Employee Discipline Records	Retain until the earlier of two (2) years after employee separates from employment with the AIG, or until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-15	Employee Discipline Records	Retain until two (2) years after employee separates from employment with the AIG, then destroy	Electronic		<input type="checkbox"/>
2023-16	Ethics Training Attendance Rosters Only applicable to copies provided to the AIG. Original Rosters maintained by HR.	Retain four (4) years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-17	Ethics Review and/or Disclosure Files  (Including Original Request and/or Disclosure (e.g. secondary employment, political activity, nepotism, conflict of interest financial disclosure), Research Material, Planning Documents, all Correspondence, Interview Summaries, Evidence Obtained (e.g. documents))	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-18	Ethics Review and/or Disclosure Files  (Including Original Request and/or Disclosure (e.g. secondary employment, political	Retain as long as administratively appropriate, but in no event less	Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	activity, nepotism, conflict of interest financial disclosure), Research Material, Planning Documents, all Correspondence, Interview Summaries, Evidence Obtained (e.g. documents))	<b>than ten (10) years, then destroy</b>			
<b>2023-19</b>	<b>Ethics Training Materials</b>	<b>Retain for four (4) years after superseded, then destroy</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>2023-20</b>	<b>Facsimile Logs</b>	<b>Retain in accordance with County print management program</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>2023-21</b>	<b>General Correspondence</b>	<b>Retain until the earlier of one (1) year or until electronically saved, then destroy</b>	<b>Paper</b>		<input type="checkbox"/>
<b>2023-22</b>	<b>General Correspondence</b>	<b>Retain for one (1) year, then destroy, per Cuyahoga County RC-2 approved 8-2012</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>2023-23</b>	<b>Hiring Materials for Non-Appointed Applications</b>  Application, Resume, Screening Form, Interview Questions and Answers, Tests and Answers	<b>Retain until the earlier of one (1) year, or until electronically saved, then destroy</b>	<b>Paper</b>		<input type="checkbox"/>
<b>2023-24</b>	<b>Hiring Materials for Non-Appointed Applications</b>	<b>Retain for one (1) year, then destroy</b>	<b>Electronic</b>		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Application, Resume, Screening Form, Interview Questions and Answers, Tests and Answers				
2023-25	<b>Investigation, Audit, Inspection and Review Files</b>  Original Complaint, Research Material, Planning Documents, Correspondence, Interview Summaries, Evidence Obtained (e.g. documents), and Final Reports	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-26	<b>Investigation, Audit, Inspection and Review Files</b>  Original Complaint, Research Material, Planning Documents, Correspondence, Interview Summaries, Evidence Obtained (e.g. documents)	Retain as long as administratively appropriate, but in no event less than ten (10) years from case closure, then destroy	Electronic		<input type="checkbox"/>
2023-27	<b>Investigation, Audit, Inspection and Review Files</b>  Final Reports	Retain as long as administratively appropriate, but in no event less than thirty (30) years from case closure, then destroy	Electronic		<input type="checkbox"/>
2023-28	<b>Job Postings</b>	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-29	<b>Job Postings</b>	Retain for one (1) year, then destroy	Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2023-30	Lobbyist Registration Correspondence	Retain until the earlier of one (1) year or until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-31	Lobbyist Registration Correspondence	Retain for one (1) year, then destroy, per Cuyahoga County RC-2 approved 8- 2012	Electronic		<input type="checkbox"/>
2023-32	Lobbyist Registration Forms	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-33	Lobbyist Registration Forms	Retain as long as administratively appropriate, but in no event less than five (5) years, then destroy	Electronic		<input type="checkbox"/>
2023-34	Management and Operations Reports	Retain until superseded, replaced, obsolete, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-35	Semiannual Reports	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>

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2023-36	Semiannual Reports	Retain six (6) years or until converted to microfilm, then destroy	Electronic		<input type="checkbox"/>
2023-37	Semiannual Reports	Retain as long as administratively appropriate, but in no event less than thirty (30) years, then destroy	Microfilm		<input type="checkbox"/>
2023-38	Meeting Notices	Retain one (1) year, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-39	Minutes of Staff Meetings	Retain two (2) years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-40	Non-County Publications	Destroy immediately	Paper and/or Electronic		<input type="checkbox"/>
2023-41	Manuals	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-42	Manuals	Retain until superseded, then destroy	Electronic		<input type="checkbox"/>
2023-43	Organizational Charts	Retain until superseded, then destroy	Paper and/or Electronic		<input type="checkbox"/>



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2023-44	<b>Physical (non-documentation) Evidence</b>	<b>Retain until case is closed and evidence is no longer administratively necessary, then destroy</b>	<b>Physical</b>		<input type="checkbox"/>
2023-45	<b>Public Records Requests and Responses</b>	<b>Retain until electronically saved, then destroy</b>	<b>Paper</b>		<input type="checkbox"/>
2023-46	<b>Public Records Requests and Responses</b>	<b>Retain for two (2) years, then destroy</b>	<b>Electronic</b>		<input type="checkbox"/>
2023-47	<b>Public Records Log</b>	<b>Retain for two (2) years, then destroy</b>	<b>Electronic</b>		<input type="checkbox"/>
2023-48	<b>Purchasing Files (AIG Purchases)</b>  Includes RFP/RFQ Issued and Proposed Vendor Responses, Vendor Contracts, and Vouchers, Purchase Orders or Departmental Orders	<b>Retain until electronically saved, then destroy</b>	<b>Paper</b>		<input type="checkbox"/>
2023-49	<b>Purchasing Files (AIG Purchases)</b>  Includes RFP/RFQ Issued and Proposed Vendor Responses, Vendor Contracts, and Vouchers, Purchase Orders or Departmental Orders	<b>Retain for one (1) year after purchase is made or contract ends, whichever is later</b>	<b>Electronic</b>		<input type="checkbox"/>
2023-50	<b>Records Retention Schedule</b>	<b>Retain until electronically saved, then destroy</b>	<b>Paper</b>		<input type="checkbox"/>
2023-51	<b>Records Retention Schedule</b>	<b>Retain until superseded by a revised retention</b>	<b>Electronic</b>		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		schedule and no longer of administrative value, then destroy			
2023-52	Revenue Receipts	Retain four (4) years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-53	Staff Development Records	Retain until the earlier of two (2) years after employee separates from employment with the AIG, or until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-54	Staff Development Records	Retain two (2) years after employee separates from employment, then destroy	Electronic		<input type="checkbox"/>
2023-55	Subpoenas and Responsive Documents  Subpoenas served upon the AIG and responsive documents provided	Retain until electronically saved, then destroy	Paper		<input type="checkbox"/>
2023-56	Subpoenas and Responsive Documents  Subpoenas served upon the AIG and responsive documents provided	Retain ten (10) years, then destroy	Electronic		<input type="checkbox"/>

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2023-57	Telephone Logs, Bills and Call Records	Retain until no longer administratively useful, then destroy	Paper and/or Electronic		<input type="checkbox"/>
2023-58	Visitor Logs for Parking Passes	Retain one (1) year, then destroy	Paper		<input type="checkbox"/>
2023-59	<p><b>Transient Records</b></p> <p>Includes Post-It notes, voicemail messages, telephone message slips, superseded drafts, interview notes, phone complaints, desk and appointment calendar, correspondence with no administrative value</p>	Retain until no longer of administrative value, then destroy, per the Cuyahoga County RC-2, approved 8-2012	Paper and/or Electronic		<input type="checkbox"/>

\*This Records Retention Schedule supersedes the prior Records Retention Schedule in its entirety.

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C