



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

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STATE AND LOCAL  
GOVERNMENT RECORDS  
JUN - 5 2015

## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

### Section A: Local Government Unit

County of Cuyahoga, Ohio

Department of Law

(local government entity)	Majeed G. Makhoul	(unit)	Director of Law	January 28, 2015
(signature of responsible official)	(name)	(title)	(date)	

### Section B: Records Commission

Cuyahoga County Records Commission, c/o Judy Cetina

216-443-7250

(telephone number)

2905 Franklin Blvd.  
(address)

Cleveland  
(city)

44113  
(zip code)

Cuyahoga  
(county)

To have this form returned to the Records Commission electronically, include an email address:

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 D. Cetina, Acting Chair  
Records Commission Chair Signature

Date

6-3-2015

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

Connie Conner  
Signature

Govt. Records Archivist  
Title

Date

6/19/15

### Section D: Auditor of State

Martin E. Mah  
Signature

Records Mgr  
Title

Date

6-29-15

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)***See instructions before completing this form.*

County of Cuyahoga, Ohio

Department of Law

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
#2014-1	Administrative Files, including office and other inventories, annual inventories, department budgets and related documents, balances, directories, expense reports, vouchers, payment records, purchasing and contracting-related documents, mileage and travel-related documents, etc.	The shorter of: until digitally imaged or the release of the audit for the year in which the record is generated	Paper
#2014-2	Administrative Files, including office and other inventories, annual inventories, department budgets and related documents, balances, directories, expense reports, vouchers, payment records, purchasing and contracting-related documents, mileage and travel-related documents, etc.	The longer of: 3 years or the release of the audit for the year in which the record is generated	Electronic
#2014-3	Annual reports published by Law Department	The shorter of: 5 years or until digitally imaged	Paper
#2014-4	Annual reports published by Law Department	5 years	Electronic
#2014-5	Certified Mail Receipts and Commercial Carrier Delivery Receipts	Until no longer of administrative value	Paper/ Electronic
#2014-6	Contracts and Negotiation Documents, including contracts, agreements, leases, memoranda of understanding, and exchanged redlines of contractual documents	The shorter of: 10 years or until digitally imaged	Paper

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
#2014-7	Contracts and Negotiation Documents, including contracts, agreements, leases, memoranda of understanding, and exchanged redlines of contractual documents	10 years	Electronic
#2014-8	Correspondence - General	The shorter of: 1 year or until digitally imaged	Paper
#2014-9	Correspondence - General	1 year, per Executive Schedule 8/15/12	Electronic
#2014-10	Correspondence – Unsolicited Mail and E-mails (Examples: sales materials, informational brochures, publications, solicitations, invitations, etc.)	Until no longer of administrative value	Paper/ Electronic
#2014-11	Delivery Slips/Packing slips	Until no longer of administrative value	Paper/ Electronic
#2014-12	Department Policy Manuals	The shorter of: until digitally imaged or until superseded, replaced, or obsolete	Paper
#2014-13	Department Policy Manuals	Until superseded, replaced, or obsolete	Electronic

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
#2014-14	Department Reports, including reports to the Executive and/or Council.	The shorter of: 2 years or until digitally imaged	Paper	
#2014-15	Department Reports, including reports to the Executive and/or Council.	2 years	Electronic	
#2014-16	Drafts and Working Documents	Until no longer of administrative value	Paper/ Electronic	
#2014-17	Employee Training Manuals	The shorter of: until digitally imaged or until superseded, replaced, or obsolete	Paper	
#2014-18	Employee Training Manuals	Until superseded, replaced, or obsolete	Electronic	
#2014-19	Executive Orders  (Executive orders are posted on the County Executive's web site and electronically filed with the Clerk of County Council and the Clerk of the Administrative Rules Board)	The shorter of: permanently or until transferred to the Cuyahoga County Archives	Paper	
#2014-20	Executive Orders  (Executive orders are posted on the County Executive's web site and electronically filed with the Clerk of County Council and the Clerk of the Administrative Rules Board)	The longer of: 10 years; until superseded, replaced, or obsolete; or until transferred to the Cuyahoga County Archives	Electronic	

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
#2014-21	Filings with the Electronic Municipal Market Access (EMMA), including offering statements, material event notices, financial statements	The shorter of: 5 years or until digitally imaged	Paper	
#2014-22	Filings with the Electronic Municipal Market Access (EMMA), including offering statements, material event notices, financial statements	5 years	Electronic	
#2014-23	Foreclosure Complaints in cases in which the Law Department represents the Clerk of Courts regarding judgment liens entered by the Clerk of Courts (copies available through the Clerk of Courts)	Until no longer of administrative value	Paper/ Electronic	
#2014-24	Formal Legal Opinions  (Subject to Attorney-Client Privilege)	Until digitally imaged with microfilm back- up	Paper	
#2014-25	Formal Legal Opinions  (Subject to Attorney-Client Privilege)	Permanently	Electronic/ Microfilm	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
#2014-26	Insurance - Policies; Public Official Bonds; Employee Bonds; and Insurance Policy Addenda and Endorsements	The shorter of: 20 years after expiration, provided all known claims covered by the insurance policy are resolved to finality at time of destruction; or until digitally imaged	Paper
#2014-27	Insurance - Policies; Public Official Bonds; Employee Bonds; and Insurance Policy Addenda and Endorsements	20 years after expiration, provided all known claims covered by the insurance policy are resolved to finality at time of destruction	Electronic
#2014-28	Insurance Applications and related documents, including insured property schedules, data, etc.	The shorter of: 7 years or until digitally imaged	Paper
#2014-29	Insurance Applications and related documents, including insured property schedules, data, etc.	7 years	Electronic
#2014-30	Labor - negotiation files, including proposals, counterproposals, tentative agreements, mediation, fact finding, and conciliation	The shorter of: 7 years or until digitally imaged	Paper

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
#2014-31	Labor - negotiation files, including proposals, counterproposals, tentative agreements, mediation, fact finding, and conciliation	7 years	Electronic	
#2014-32	Labor - Collective Bargaining Agreements, amendments, and successor contracts	The shorter of: 9 years after expired, superseded, or obsolete; or until digitally imaged	Paper	
#2014-33	Labor - Collective Bargaining Agreements, amendments, and successor contracts	9 years after expired, superseded, or obsolete	Electronic	

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
#2014-34	<p>Litigation Case Files, including, but not limited to, all summons, pleadings and other filings and briefs, charges, position statements, evidence, client documents, discovery, subpoenas, depositions, expert reports, transcripts, appellate records, joint defense agreements, any settlement or release agreements, if any.</p> <p>Litigation includes court matters, administrative proceedings, arbitrations, EEOC/OCRC proceedings, pre-litigation matters, and risk management claim files.</p> <p><b>(In light of electronic filing and electronic discovery, most of the Law Department's litigation-related documents exist in electronic format. The Law Department also has an electronic matter and document management system.)</b></p>	The shorter of: 12 years from conclusion of matter to finality or until digitally imaged	Paper	
#2014-35	<p>Litigation Case Files, including, but not limited to, all pleadings and other filings and briefs, charges, position statements, evidence, client documents, discovery, subpoenas, depositions, expert reports, transcripts, appellate records, joint defense agreements, any settlement or release agreements, if any.</p> <p>Litigation includes court matters, administrative proceedings, arbitrations, EEOC/OCRC proceedings, pre-litigation matters, and risk management claim files.</p>	12 years from conclusion of matter to finality	Electronic	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
#2014-36	Matter Files – Other and Miscellaneous	The shorter of: 3 years from matter closure or until digitally imaged	Paper
#2014-37	Matter Files – Other and Miscellaneous	3 years from matter closure	Electronic
#2014-38	Matter status tables, including labor negotiations status tables, litigation status tables, and such other tables	The shorter of: 3 years or until digitally imaged	Paper
#2014-39	Matter status tables, including labor negotiations status tables, litigation status tables, and such other tables	3 years	Electronic
#2014-40	Notes and Working Copies	Until no longer of administrative value	Paper/ Electronic
#2014-41	Public Employment Risk Reduction Program/ Occupational Safety and Health Administration Records	The shorter of: 6 years or until digitally imaged	Paper
#2014-42	Public Employment Risk Reduction Program/ Occupational Safety and Health Administration Records	6 years	Electronic
#2014-43	Public Records requests	The shorter of: 2 years or until digitally imaged	Paper
#2014-44	Public Records requests	2 years	Electronic

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
#2014-45	Releases and Settlement Agreements	The shorter of: 21 years from execution or until digitally imaged	Paper	
#2014-46	Releases and Settlement Agreements	21 years from execution	Electronic	
#2014-46	Responses to Audit Letter requests	The shorter of: until digitally imaged or until the release of the audit report for which the information was requested	Paper	
#2014-48	Responses to Audit Letter requests	The longer of: the release of the audit for which the information was requested or 7 years	Electronic	
#2014-49	Retention Schedules and Approved/Disapproved RC-3 Forms	The shorter of: permanently or until digitally imaged	Paper	
#2014-50	Retention Schedules and Approved/Disapproved RC-3 Forms	Permanently	Electronic	
#2014-51	Risk Audit Files (where the Law Department audits other departments or agencies)	The shorter of: 5 years or until digitally imaged	Paper	

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
#2014-52	Risk Audit Files (where the Law Department audits other departments or agencies)	5 years	Electronic
#2014-53	Risk and Safety Training Materials, including any audio or video materials.	The shorter of: Until digitally imaged or until superseded, replaced, or obsolete	Paper
#2014-54	Risk and Safety Training Materials, including any audio or video materials.	Until superseded, replaced, or obsolete	Electronic
#2014-55	Safety Reports	Until no longer of administrative value	Paper/ Electronic
#2014-56	Staff Reports, including, but not limited to, adjuster bi-weekly reports, lawyer reports to management.	The shorter of: 1 year or until digitally imaged	Paper
#2014-57	Staff Reports, including, but not limited to, adjuster bi-weekly reports, lawyer reports to management.	1 year	Electronic
#2014-58	Task Assignments and Reminders	Until no longer of administrative value	Paper/ Electronic

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
#2014-59	Transcripts of Proceedings related to issuance of public debt and related documents	The shorter of: until digitally imaged or until the debt for which the Transcript is issued is paid off or refinanced	Paper	
#2014-60	Transcripts of Proceedings related to issuance of public debt and related documents	Until the debt for which the Transcript is issued is paid off or refinanced	Electronic	
#2014-61	Transient records, including text messages, instant messaging, voice mail, telephone messages, post-it notes, bulletins, posters, notices, calendars, blank forms, notes, and documents that serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value, per Executive Schedule 8/15/12	Paper/ Electronic	