



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th 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

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 J. Cetina; Acting Chair

6-3-2015

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Connie Conner

Signature

Govt. Records Archivist

Title

6/19/15

Date

Section D: Auditor of State

Martin E. Mueh

Signature

Records Mgr

Title

6-29-15

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)*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
#2014-36	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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County of Cuyahoga, Ohio

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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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County of Cuyahoga, Ohio

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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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County of Cuyahoga, Ohio

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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