



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CUYAHOGA COUNTY

MEDICAL EXAMINER'S OFFICE

(local government entity)

(unit)

Thomas P. Gilson MD
 (signature of responsible official)

THOMAS P. GILSON, MD

MEDICAL EXAMINER

08-14-2013

(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.
 It is strongly recommended that the Records Commission retain a permanent copy of this form**

Section E: Records Retention Schedule

(CUYAHOGA COUNTY)

(MEDICAL EXAMINER)

(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
CCMEO-13-01	Annual Statistical Report	Permanent (1 copy), transfer to electronic version within 10 yrs	Paper		
CCMEO-13-01A	Annual Statistical Report	Permanent	Electronic		
CCMEO-13-02	Calendars	3 months after end of calendar year	Paper		<input type="checkbox"/>
CCMEO-13-02A	Calendars	3 months after end of calendar year	Electronic		<input type="checkbox"/>
CCMEO-13-03	Case files/autopsy reports, which includes, but not limited to, the following: Investigation Reports Pathology Reports Autopsy Protocol Autopsy worksheet Autopsy Final Report Notes Death Certificate Correspondence related to case Inquests Property records/receipts	Twenty (20) years, then microfilm	Paper		
CCMEO-13-03A	Case files/autopsy reports, which includes, but not limited to, the following: Investigation Reports Pathology Reports Autopsy Protocol Autopsy worksheet Autopsy Final report Notes Death Certificate Correspondence related to case Inquests Property records/receipts	Permanent	Microfilm		
CCMEO-13-03B	Case files/autopsy reports, which includes, but not limited to, the following: Investigation Reports Pathology Reports Autopsy Protocol Autopsy worksheet	Permanent (on server and backup on disk)	Electronic		

(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
	Autopsy Final Report Notes Death Certificate Correspondence related to case Inquests Property records/receipts				
CCMEO-13-04	Copies of records	Until no longer of administrative value	Paper		<input type="checkbox"/>
CCMEO-13-04A	Copies of records	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CCMEO-13-05	Correspondence *documents or attachments pertinent to business in electronic format will be maintained in a hard copy (paper) form and placed in the appropriate file for retention	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CCMEO-13-05A	Correspondence (including memos and faxes) Routine Executive	One (1) year Five (5) years	Paper		<input type="checkbox"/>
CCMEO-13-06	Handbooks and Manuals (Policies, Procedures and Departmental)	Until updated	Paper		<input type="checkbox"/>
CCMEO-13-06A	Handbooks and Manuals (Policies, Procedures and Departmental)	Current plus prior one	Electronic		<input type="checkbox"/>
CCMEO-13-07	Index to Case Files	Twenty (20) years, then microfilm	Paper		
CCMEO-13-07A	Index to Case Files	Permanent	Microfilm		
CCMEO-13-08	Investigator's Log	Five (5) years, then microfilm	Paper		
CCMEO-13-08A	Investigator's Log	Permanent	Microfilm		
CCMEO-13-08B	Investigator's Log	Permanent	Electronic		
CCMEO-13-09	Legal Opinions (convenience copies) ORIGINALS STAY WITH PROSECUTOR/ATTORNEY GENERAL or LAW	Until no longer of administrative	Paper		

(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
	DEPARTMENT	value			
CCMEO-13-10	Mail, unsolicited	Until no longer of administrative value	Paper		<input type="checkbox"/>
CCMEO-13-10A	Mail, unsolicited	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CCMEO-13-11	Medical (EMS) and Psychiatric reports (convenience copies) ORIGINALS STAY WITH EMS or HOSPITAL/DOCTOR	Until no longer of administrative value	Paper		
CCMEO-13-12	Monthly work schedules	One (1) year	Paper		
CCMEO-13-12A	Monthly work schedules	One (1) year	Electronic		
CCMEO-13-13	Personnel records of current employees (convenience copies) ORIGINALS STAY WITH HUMAN RESOURCES	Two (2) years after employee terminates	Paper		<input type="checkbox"/>
CCMEO-13-14	Police and incident reports (convenience copies) ORIGINALS STAY WITH REPORTING POLICE DEPARTMENT	Until no longer of administrative value	Paper		
CCMEO-13-15	Professional Association records	Until no longer of administrative value	Paper		
CCMEO-13-16	Public Records Requests	Transfer to case file	Paper		
CCMEO-13-16A	Public Records Requests	Transfer to case file	Electronic		
CCMEO-13-17	Purchase Orders	Until no longer of administrative value	Electronic		
CCMEO-13-18	Reference and Resource material	Until no longer of administrative value	Paper		<input type="checkbox"/>

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CCMEO-13-19	Remains Intake and Release Log	Five (5) years	Paper		
CCMEO-13-20	Reported Death files (Referrals)	Transfer to case file	Paper		
CCMEO-13-20A	Reported Death files (Referrals)	Transfer to case file	Electronic		
CCMEO-13-21	Requisitions	Until no longer of administrative value	Electronic		
CCMEO-13-22	Transient documents *(telephone messages, transmittal sheets, and other documents which convey information of temporary importance in lieu of oral communication)	Until no longer of administrative value	Paper		<input type="checkbox"/>
CCMEO-13-22A	Transient documents *(telephone messages, transmittal sheets, and other documents which convey information of temporary importance in lieu of oral communication) **documents or attachments pertinent to business will be maintained in a hard copy (paper) form and placed in appropriate file for retention	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CCMEO-13-23	Transmittal of monies	Three (3) years, provided audited	Paper		
CCMEO-13-23A	Transmittal of monies	Three (3) years, provided audited	Electronic		
CCMEO-13-24	Travel expense reports (Part I, Part II)	Three (3) years, provided audited	Paper		

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CCMEO-13-E01	Cavity swabs NON-HOMICIDE	Twenty (20) years after completion of case	Specimen swabs		
CCMEO-13-E01A	Cavity swabs HOMICIDE	Permanent	Specimen swabs		
CCMEO-13-E01B	Cavity swabs NON-HOMICIDE (sex assault)	Permanent	Specimen swabs		
CCMEO-13-E02	Controlled substances and related paraphernalia O.R.C. § 3719.11	Until all investigative or scientific purposes are completed AND with the approval of County Prosecutor	Various		
CCMEO-13-E03	DNA cards ALL NON-HOMICIDE	Permanent	Filter paper		
CCMEO-13-E03A	DNA cards HOMICIDE	Permanent	Filter paper		
CCMEO-13-E04	Liver paraffin blocks	Permanent	Glass		
CCMEO-13-E05	Photographs	Thirty (30) years	Paper		
CCMEO-13-E05A	Photographs	Permanent (on server), backup on disk	Electronic		
CCMEO-13-E06	Physical Evidence HOMICIDE , including, but not limited to: Clothing Ligature materials Projectiles Smears Hair samples Fingernail clippings	Permanent or Transfer to law enforcement agency	Various		
CCMEO-13-E06A	Physical Evidence NON-HOMICIDE including, but not limited to: Clothing Ligature materials Projectiles Smears Hair samples Fingernail clippings	Six (6) months after final appeal	Various		

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CCMEO- 13-E07	Tissue paraffin blocks, except liver blocks HOMICIDE	Thirty (30) years	Glass		
CCMEO- 13-E07A	Tissue paraffin blocks, except liver blocks NON- HOMICIDE	Fifteen (15) years	Glass		
CCMEO- 13-E08	Tissue/Pathology slides HOMICIDE	Permanent	Glass		
CCMEO- 13-E08A	Tissue/Pathology slides NON-HOMICIDE	Fifteen (15) years	Glass		
CCMEO- 13-E09	X-rays	Fifteen (15) years, then update/backu p on disk	Film		
CCMEO- 13-E09A	X-rays	Permanent (on server) backup on disk	Electronic		