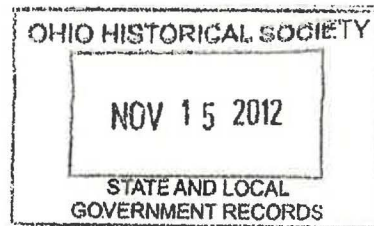




Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497



## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

12-3-2012

### Section A: Local Government Unit

Cuyahoga County Fiscal Office

General Services Department

(local government entity)		(unit)	
<i>R. Gregory</i>	Racquel Gregory	Supervisor	10/17/12
(signature of responsible official)	(name)	(title)	(date)

### Section B: Records Commission

Cuyahoga County Records Commission

216-443-7250

Records Commission

(telephone number)

2905 Franklin Avenue

Cleveland

44113

Cuyahoga

(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.

*Judith G. Peters*  
Records Commission Chair Signature

11-7-2012

Date

### Section C: Ohio Historical Society - State Archives

<i>Cournee Conner</i>	<i>Spot Records Archivist</i>	11/26/12
Signature	Title	Date

### Section D: Auditor of State

<i>Martin E. Mah</i>	12-3-12
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



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*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.*

**Section E: Records Retention Schedule**

**Cuyahoga County Fiscal Office**

**General Services Department**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2012-25	Dog Tag Applications – originals, duplicates and internet generated (supercedes 2012-5, 2012-6, 2012-7, 2012-8, 2012-9, 2012-10, 2012-11, 2012-12)	2 yrs. per ORC 955.07, then destroy, provided audited	Paper		<input type="checkbox"/>
2012-26	Dog License – Kennel License Applications (supercedes 2012-13, 2012-14)	2 yrs. per ORC 955.07 then destroy, provided audited	Paper		<input type="checkbox"/>
2012-27	Dog License-Transfer of Ownership of Dog License Application (supercedes 2012-15, 2012-16)	2 yrs. per ORC 955.07 then destroy, provided audited	Paper		<input type="checkbox"/>
2012-28	Dog License Registers ("record of all certificates of registration, together with the application for registration" ORC 955.07)	2 yrs. per ORC 955.07 then destroy, provided audited	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>