



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page 1 of 5

OHIO HISTORY CONNECTION

JUN 19 2014

STATE AND LOCAL
GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Cuyahoga County</u> (local government entity)	<u>Animal Shelter</u> (unit)
<u>M. Naticchioni</u> (signature of responsible official)	<u>Mindy Naticchioni</u> (name)
	<u>Kennel Manager</u> (title)
	<u>6/18/2014</u> (date)

Section B: Records Commission

<u>Cuyahoga County</u> Records Commission	<u>(216) 443-7250</u> (telephone number)
<u>2905 Franklin Blvd</u> (address)	<u>Cleveland OH</u> (city)
	<u>44115</u> (zip code)
	<u>Cuyahoga</u> (county)

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

<u>Judith G. Cetani, Acting Chair</u> Records Commission Chair Signature	<u>6-4-14</u> Date
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Section C: Ohio Historical Society - State Archives

<u>Connie Conner</u> Signature	<u>Govt. Records Archivist</u> Title	<u>6/30/14</u> Date
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Section D: Auditor of State

<u>Martin E. McBride</u> Signature	<u>7-11-14</u> Date
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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

Animal Shelter

(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
2014-1	Adoption Policy/Agreement. Binding agreement by new owner; including non-comply agreements.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-2	Adoption Questionnaire/Interview/Waiver. Qualifications and information regarding every prospective adopter.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-3	Audit Reports. Report containing examination of records by Federal, State, County, independent or internal.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-4	Bite Reports. Reports detailing nature of bite, animal and persons involved.	Retain seven years then destroy	Paper		<input type="checkbox"/>
2014-5	Census Forms/Door Hangers. Notices left at a residence.	Retain one year then destroy	Paper		<input type="checkbox"/>
2014-6	Certified Letters. Returned letters, receipt of delivery or copies of letters.	Retain one year then destroy	Paper		<input type="checkbox"/>
2014-7	Contracts, Convenience copies. Original documents to be held by Office of Procurement & Diversity.	Retain eight years then destroy	Paper		<input type="checkbox"/>
2014-8	Daily Impound Log. Listing of all dogs impounded each day.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-9	Delivery Slips/Packing Slips/Bills of Lading. Received upon accepting goods from vendor.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2014-10	Disaster Plan. Documents plans and procedures to effectively handle operation in the event of a disaster.	Until updated or superseded	Paper		<input type="checkbox"/>
2014-11	Donation Receipt Books. Receipts for donations received.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-12	Euthanasia-Log. Documented record for each animal euthanized and the amount of solution dispensed.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-13	Financial Records. Convenience copies of documents including, but not limited to, Daily Cash Summary, In House Requisitions, Vendor Refund, Pay-Ins, Revenue Receipts, Vouchers, Revenue Backouts, Purchase Orders, Budget	Retain three years then destroy	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Furnished by Auditor of State or OHS-LGRP	(6) RC 3 Required by OHS- LGRP
	Reports, etc. Originals held by Fiscal Department until audited.				
2014-14	Grant Records. Documents application, evaluation, award, monitoring and tracking of grant.	Maintain record as specified within grant. If unspecified, retain five years provided all claims, litigation or audit findings have been resolved.	Paper		<input type="checkbox"/>
2014-15	Impound Hard Card. Detailed record of each impounded dog.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-16	Impound Sheet. Call information relating to the Impound Hard Card, cancellations, not completed, etc. See 2014-16.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-17	Invoices (Paid) Duplicate Copies.	Retain two years then destroy	Paper		<input type="checkbox"/>
2014-18	Job Descriptions. Convenience copies of documents detailing the classification, experience, education, duties and physical requirements of each job by title. Original documents to be held by Human Resources.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2014-19	License (Dog) Application Form. Including Kennel Registrations.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-20	Licenses, Permits, Certifications. Documents affirming requirements being met as prescribed by issuing agency.	Retain one year after expiration then destroy	Paper		<input type="checkbox"/>
2014-21	License Pay-In Receipt. List of licenses sold and monies paid to Auditor's Office.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-22	Medical Records. Including Rabies Certificates, euthanasia, spay/neuter, surgery log book or any other procedure performed.	Retain seven years then destroy	Paper		<input type="checkbox"/>
2014-23	Memoranda. Internal communications.	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2014-24	Minutes of Cuyahoga Humane Animal Control Advisory Board Meetings. Detailed recording of advisory meetings called to order.	Permanent	Paper		<input checked="" type="checkbox"/>

(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
2014-25	Non-Renewal License Receipts. Documentation of licensed not renewed by owners.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-26	Organizational Chart. Diagram depicting the structure of organization and ranks of positions	Until superseded	Paper		<input type="checkbox"/>
2014-27	Payroll Records. Convenience copies of records including, but not limited to, overtime sheets, time adjustments, overtime rosters, request for leave forms, shift change forms. Originals held by Time & Attendance.	Retain two years then destroy	Paper		<input type="checkbox"/>
2014-28	Personnel Files. Convenience copies of employees documents for the duration of their employment; discipline, reviews, etc. Originals held by Human Resources.	Retain two years after termination	Paper		<input type="checkbox"/>
2014-29	Receipt Book (Sales). Receipt when payment is received for purchases.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-30	Record Requests. Requests for inspection or review of public records.	Retain two years then destroy	Paper		<input type="checkbox"/>
2014-31	Resolutions. Convenience copies of written motions officially documenting policy development and decisions.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2014-32	Service Requests/Work Order Forms. Requests for service on the facility.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2014-33	Sign-in Sheets. Visitors requested to sign in upon entry to facility.	Retain one year then destroy	Paper		<input type="checkbox"/>
2014-34	Spay/Neuter Deposit Book. Record of all spay/neuter deposits placed by adopters.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-35	Surrender Sheets. Sign off when a dog is impounded from agency, owner or finder.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-36	Tickets. Citations issued as authorized by the Ohio Revised Code; includes subpoenas.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-37	Time Cards. Punch cards used for internal verification.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-38	Transfer of Vicious Dog. Documents the sale or transfer of dog deemed vicious per the Ohio Revised Code.	Retain five years then destroy	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditors of State or OHS-IGRP	(6) RC 3 Required by OHS- IGRP
2014-39	Travel Requests. Requests for reimbursements for employee travel.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-40	Trip Sheets/Road Log/Vehicle Checklist. Documents time stamps and location of assigned driver stops; details condition of vehicle assigned.	Retain five years then destroy	Paper		<input type="checkbox"/>
2014-41	Uniform Record. Document and tracking the uniform disbursement and acceptance by employee.	Retain three years then destroy	Paper		<input type="checkbox"/>
2014-42	Vehicle Maintenance/Mileage Reports. Convenience copies noting repairs and mileage to county owned vehicles. Originals held by Fleet Services.	Until vehicle sold or disposed of	Paper		<input type="checkbox"/>
2014-43	Volunteer Applications. Applicant submission to become part of the volunteer program.	Retain five years after end of service then destroy	Paper		<input type="checkbox"/>
2014-44	Volunteer Sign In Sheet. Documents the hours worked by volunteers.	Retain five years then destroy.	Paper		<input type="checkbox"/>
2014-45	Walk List. Details the dogs available for walking by volunteers.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2014-46	Weekly Dog Report. Statistical Report detailing the intake, outcome, transfer and live release rate of the facility.	Retain two years then destroy	Paper		<input type="checkbox"/>