



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

OHIO HISTORY CONNECTION

OCT 25 2019

STATE AND LOCAL GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RG-2) - Part 1

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

Section A: Local Government Unit

Fiscal Office

Board of Revision

(local government entity)

Cuyahoga County
Chris M. Hoffmaster

(signature of responsible official)

Chris M. Hoffmaster

(name)

(unit)

Admin. Support Mgr.

(title)

9/19/19

(date)

Section B: Records Commission

Cuyahoga County

Records Commission

(216) 443-7250

(telephone number)

3951 Perkins Ave. Cleveland, OH

(address)

(city)

44117

(zip code)

Cuyahoga

(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 A. Cetera, Ph.D. - chair

Records Commission Chair Signature

9-27-2019

Date

Section C: Ohio History Connection - State Archives

Amanda P. Allen

Signature

Local Government Records Archivist

Title

10/25/19

Date

Section D: Auditor of State

Martin E. Miller

Signature

Records Mgr.

Title

11-7-19

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

The Board of Revision is requesting an amendment to the current RC-2 for the destruction of audio files for Valuation Complaints, Homestead Complaints, Special Assessment Complaints and Tax Lien Complaints, which are currently being held as a permanent record. This amendment is being requested to coincide with the retention schedule of all other related materials.

Per our current RC-2, all documents relating to Valuation Complaints, Homestead Complaints, Special Assessment Complaints, Tax Lien Complaints and our copies of Expedited Foreclosure Complaints are set for destruction six years after the date of last action (see 2018-1 and 2018-2). Except for the foreclosure cases, all other hearings reference the original documents that are destroyed, and no official decision is put on the record. Decisions are rendered after the hearing when the Hearing Officers have time to review the testimony and all evidence presented before them. Furthermore, the ownership or the owners' rights to the parcel are never at risk. Without the corresponding documents for reference, the audio record has a limited value.

The expedited foreclosure audio files as well as any hearing minutes for court cases pertaining to the Board of Revision other than appeals cases will still be retained permanently.