

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Cuyahoga County Records Commission, Tel. No.: 216-443-7250

C/o Cuyahoga County Archives 2905 Franklin Blvd. Cleveland, OH 44113 Cuyahoga  
(ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM: Human Services Children and Family Services  
(POLITICAL SUBDIVISION NAME) (UNIT)

Regina Gatewood Records Management Administrator 12/01/2010  
(SIGNATURE OF RESPONSIBLE OFFICIAL) (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed which pertains to any pending case, claim, action or request. This was approved on December 1, 2010 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Judith V. Peters, Acting Chair 12-1-2010  
Signature Date

(4) Subject to selection upon receipt of  
Certificate of Records Disposal (RC-3):

[Signature] 1/27/11  
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mach 2-16-11  
For the Ohio Auditor of State Date

**\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
2010-1	Accounts Payable Contains: <u>Purchase Orders</u> : Document stating description of services. <u>Invoices</u> : Document of bill for services rendered. <u>Vouchers</u> : Document which shows receipt of payment.	Retain four years after the end of fiscal year, then destroy, provided audited	Paper	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.
2010-2	Accounts Receivable Records	Retain four fiscal years after payment received, then destroy, provided audited	Paper	
2010-3	Adoption Assistance Records (Contains application and data which validate eligibility, communication.	Retain ten years after Case closed and then microfilm for permanent preservation, then destroy	Paper	
2010-4	Adoption Assistance Records IMAGED	Retain Permanently	Optical Disk/Microfilm	

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CONTINUATION SHEET**

FROM: Human ServicesChildren and Family Services

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(5)	(6)	(7)	(8)*	(9)
Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2010-15	Closed Adoption Records (Contains application for adoption home study, child's record, caseworker reports, date approved or denied and related correspondence.	Retain ten years after case closed, and then microfilm for permanent preservation.	Paper	
2010-16	Closed Adoption Records IMAGED	Retain Permanently	Optical Disk/Microfilm	
2010-17	Closed Adoption Subsidy Cases - State and Federal (Contains federal contracts, documentation of re-determination and initial agreements.	Retain hard copy for ten years and then destroy, provided scanned for permanent preservation on optical disk, with a second copy on microfilm, and declared satisfactory according to accepted standards	Paper	
2010-18	Closed Adoption Subsidy Cases IMAGED State and Federal (Contains federal contracts, documentation of re-determination and initial agreement.	Retain permanently	Optical Disk/Microfilm	
2010-19	Closed Client Records Contains case number, identifying information, risk assessments, case plans, record of service, placement, medical and legal information	Retain hard copy for ten years and then destroy, provided scanned for permanent preservation on optical disk, with a second copy on microfilm, and declared satisfactory according to accepted standards	Paper	
2010-20	Closed Client Records IMAGED	Retain Permanently	Optical Disk/Microfilm	
2010-21	Combine Audit Reports- Compliance Reports. Continuous Quality Improvement.	Retain five years and then destroy	Paper	
2010-22	Contracts	Retain for administrative use for one year after expiration provided an executed copy filed with the appropriate authorities or County Administration, and then destroy.	Paper	

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Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2010-23	Disaster Plan	Retain until updated or superseded and then destroy outdated copy. (No RC-3 needed)	Paper	
2010-24	Federal Grant Files, Supporting Financial Records and Documents	Retain five years after completion of grant. Provided all State or federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved and then destroy	Paper	
2010-25	Forms and Pamphlets	Retain in the agency until no longer of administrative value then destroy outdated copy. (No RC-3 needed)	Paper	
2010-26	Foster Home Records (Record of closed foster homes showing name and address of person fostering children, certification information, names of children cared for, board rates and caseworkers investigation and service reports).	Retain ten years after date of closing then microfilm for permanent preservation. Hard copies will be destroyed when the film is inspected and declared satisfactory according to microfilming standards.	Paper	
2010-27	Foster Home Records IMAGED	Retain Permanently	Optical Disk/Microfilm	
2010-28	General Correspondence, including internal correspondence and email	Retain one year, then destroy. (No RC-3 needed) Covered under BOCC Schedule dated 6/3/2009.	Paper/Electronic	

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Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2010-29	Leases Equipment Real Estate	Two years after expiration Five years after expiration, provided audited	Paper	
2010-30	Central North Ohio Regional Training Ctr. (Training records for staff and foster parents)	Retain permanently: Paper returned to regional training center	Optical Disk/Microfilm	
2010-31	List/Directories-Includes Mailing list Directories, rosters, and registers compiles by and agency	Retain until superseded, obsolete, or replaced, then destroy	Paper	
2010-32	Minutes Of Meetings/Meeting Notice/Administrative Team (Internal documents)	Retain three years then destroy.	Paper	
2010-33	Audio and video recordings/Administrative Team	Retain for one year provided information concerning the meeting is substantially transcribed to hardcopy and official minutes are approved. And then destroy. (No RC-3 needed.	Tapes	
2010-34	Monthly & Weekly Reports Documents status of on going projects and issues; advised supervisors of various events and issues.	Retain one year then destroy.	Paper	
2010-35	Newspaper Release and News Bulletins -Includes news/Press releases and bulletins issued by an agency	Retain three years then destroy	Paper	
2010-36	Personnel Files	Retain one year after termination, then destroy, provided the original documentation on file with the Office of Human Resources	Paper	
2010-37	Personnel Files Comprising: Oral Counsels, Performance Improvement Plans; Memo of Concerns	Retain for three years then destroy	Paper	

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Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2010-38	Placement and Foster care Contains: Discharge Summary, Disruption reports, Pre- Home study, Kinship approval, Interim placement agreement, Case movement information.	Retain hard copy for ten years and then destroy, provided scanned for permanent preservation on optical disk, with a second copy on microfilm, and declared satisfactory according to accepted standards	Paper	
2010-39	Placement and Foster care IMAGED	Retain Permanently	Optical Disk/Microfilm	
2010-40	Preliminary Drafts of Letters, Memoranda, Worksheets, Reports, and the preparation of recorded information	Destroy when no longer of administrative value to the office, no RC-3 required	Paper	
2010-41	Priority IV (Priority IV rating is terminated as the result of intake activities: the report, an attachment to the report or the case record shall contain documentation as required in rule 5101:2-34-07 of the Administrative Code, and documentation, justifications, written approvals, and date and time of priority rating assignment as required in rule 5101:2-34-08 of the Administrative Code. Such reports and attachments to the reports or case records shall be maintained by the PCSA for three years). These records have no identifying information that can be linked to the case records. The calls and referrals remain anonymous. If we are able to identify information that we can link to a case records, it will be filed in the case records along with other priorities.	Retain Permanently	Paper	
2010-42	Records Retention Schedule A form used to identify the length of time a record must be retained before final disposition.	Retain Permanently	Paper	
2010-43	Record Storage Service Request/Service Center Request-Help Desk	Retain until no longer administrative value. No RC-3 needed	Electronic	

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Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2010-44	Special Investigation Unit (SIU) Records. (Contains: Referrals, SIU reports & interviews, disposition letters, incident reports, witness statements, photographs, medical records, cycis information, school reports, and police reports.	Retain Permanently	Paper	
2010-45	Semi-Annual Administrative Review Summary (Contains: Four page form review summary, Memo To Juvenile Court/Agreed upon Amendment, case plan. This information is currently being maintained in the permanent case records. See 2010-12 and 2010-13	Retain permanently	Paper/Optical Disk/Microfilm	
2010-46	Table Of Organization/Organizational charts	Retain until superseded, then destroy outdated copy. (No RC-3 needed)	Paper	
2010-47	Time off/Leave Requests	Retain three years then destroy, provided audited	Paper	
2010-48	Time Sheets	Retain three years then destroy, provided audited	Paper	
2010-49	Title IV-E and Medicaid (Contains application for ADC-FC, data which validates eligibility, communication.)	Retain five years after age 18, then destroy	Paper or Electronic	
2010-50	Transient communications, including text messages, instant messaging, voice mail, telephone messages, drafts of documents, electronic/social media (i.e. website, face book, my space, twitter, etc.)	May destroy at anytime, no RC-3 needed	Paper	
2010-51	Travel Expense reports	Retain three years after end of fiscal year then destroy, provided audited	Paper	
2010-52	Visitor's Log- Records documenting the entry and departure of employees and visitors in to a state office building during and/or after office hours	Retain for one year then destroy.	Paper	

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Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2010-53	WITHDRAWN OR Rejected Adoptive Home Studies (Content similar to closed adoption records).	Retain ten years after case closed and then microfilm for permanent preservation	Paper	
2010-54	Withdrawn or Rejected Adoptive Home Studies IMAGED: (Content similar to closed adoption records).	Retain Permanently	Optical Disk/ Microfilm	

*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. 117.28 O.R.C.*