



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

OHIO HISTORY CONNECTION

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SEP 02 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

Cuyahoga County

Division of Children and Family Services

(local government entity)

(unit)

Thomas Pristow

Director of Health and Human Services

8/30/16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County Records Commission

(telephone number)

2905 Franklin Boulevard
(address)

Cleveland
(city)

44113
(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 S. Cetura, Ph.D. 8-30-16

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda S. Rindler
Signature

Local Government Records Archivist 9/12/16
Title Date

Section D: Auditor of State

Martin E. Muehl
Signature

Records Mgr
Title

9-22-16
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 (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County**

(local government entity)

Division of Children and Family Services

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2016-2	Case Records –as described by Ohio Administrative Code Rule 5101:2-39-02 and that are not otherwise described in Record Series 2016-4	Hard copy of records to be maintained for 10 years after date of closing and then microfilmed for permanent retention. Hard copies will be destroyed when the film is inspected and declared satisfactory according to microfilmed standards.	Paper		<input type="checkbox"/>
2016-3	Case Records for Cuyahoga Children and Family Services IMAGED. Refer to Ohio Administrative Code Rule 5101:2-39-02	Retain permanently	Optical Disk/Microfilm		
2016-4	Case records as described by Ohio Administrative Code Rule 5101:2-39-02, Sections (C)(6) (medical, educational, psychological, diagnostic and treatment reports) and (E)(3) (educational and health information for each child in custody).	Hard copies of records to be destroyed after DCFS verifies that the images are scanned into Tagged Image File Format. Records will be microfilmed	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*Cuyahoga County
(local government entity)Division of Children and Family Services
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		at the same time as the remainder of the case record is microfilmed as described by series 2016-3.			
2016-5	Case records as described by Ohio Administrative Code Rule 5101:2-39-02, Sections (C)(6) (medical, educational, psychological, diagnostic and treatment reports) and (E)(3) (educational and health information for each child in custody).	Retain permanently	Optical Disk/Mic rofilm		<input type="checkbox"/>
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