



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga Job and Family Services (CJFS)

(Formerly Employment and Family Services/EFS)

Ohio Works First (OWF)

(local government entity)

(unit)

Joseph Gauntner /ward
(signature of responsible official)

Joseph Gauntner
(name)

Administrator 8/13/13
(title) (date)

Section B: Records Commission

CUYAHOGA COUNTY

Records Commission

216-443-7250

(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.

Joseph M. Cetera, Acting Chair

Records Commission Chair Signature

8-14-2013

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Signature

Govt. Records Archivist

Title

8/23/13

Date

Section D: Auditor of State

Martin E. Mohr

Signature

9-9-13

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

Cuyahoga Job and Family Services (CJFS)

Ohio Works First (OWF)

(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
2013-1	<p>Ohio Works First (OWF) Provider/Vendor Contracts (i.e. Job Placement & Job Retention Programs and Client Services Program; Refugee Social Service Program Provider Contracts; IT Contracts (Public Assistance Funding) if supporting documentation modifies the contract in any way or if the contract refers to the supporting documents as an appendix it should be retained with the contract.</p> <p>Citing Federal Acquisition Regulations, subpart 4.8</p> <p>Electronic version of contracts are retained in NOVUS</p>	<p>Eight (8) years after termination unless there is an ongoing audit or three (3) years after audit is completed whichever is later.</p> <p>Indefinitely</p>	<p>Paper</p> <p>Electronic</p>	<p>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.</p>	<p><input type="checkbox"/></p>
2013-2	<p>Ohio Works First (OWF) Provider Contracts: (i.e. New Life Community; Spanish American; Towards Employment; Catholic Charities; etc.) if supporting documentation modifies the contract in any way or if the contract refers to the supporting documents as an appendix it should be retained with the contract".</p> <p>Citing: Federal Acquisition Regulations, subpart 4.8 Supercedes: OWF 2010-1 which states three (3) years after termination unless there is an ongoing audit or three (3) years after audit is completed whichever is later.</p> <p>Electronic version of contracts are retained in NOVUS</p>	<p>Eight (8) years after termination unless there is an ongoing audit or three (3) years after audit is completed whichever is later.</p> <p>Indefinitely</p>	<p>Paper</p> <p>Electronic</p>		<p><input type="checkbox"/></p>