



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> 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)

Public Assistance; Community-Based Services

(local government entity)

(unit)

*Joseph Gauntner*  
(signature of responsible official)

*Joseph Gauntner*  
(name)

*Administrator*  
(title)

*8/13/13*  
(date)

### Section B: Records Commission

**CUYAHOGA COUNTY**

**216-443-7250**

Records Commission

(telephone number)

**2905 Franklin Boulevard**

**Cleveland**

**44113**

**CUYAHOGA**

(address)

(city)

(zip code)

(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.

*Jedeth G. Letour, Acting Chair*

*8-14-2013*

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

*Connie Connor*  
Signature

*Int. Records Archivist*  
Title

*8/23/13*  
Date

### Section D: Auditor of State

*Martin E. Miller*  
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)

## Public Assistance; Community-Based Services

(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	Imaged Active Case Files (CJFS Public Assistance case files; SMBC (Specialized Medicaid Benefits Center) Community-Based Public Assistance case files).  Superseded RC-2; 2004-1 (which states forty-five days after processing in the imaging system)	Retain up to fifteen (15) days after processing (scan, index and review) of document and destroy.	Paper		<input type="checkbox"/>
2013-2	Imaged Active Case Files (CJFS Public Assistance case files; SMBC (Specialized Medicaid Benefits Center) Community-Based Public Assistance case files)  NO CHANGES Reference RC-2; 2004-2 (which states the same retention period Retain three (3) calendar years from closing date. Records will be purged based on file layout HSRSCL31, on a monthly basis.	Retain three (3) calendar years from closing date. Records will be purged based on file layout HSRSCL31, on a monthly basis	Electronic		<input type="checkbox"/>
2013-3	Imaged Closed Case Files (CJFS Public Assistance case files SMBC Community-Based Public Assistance case files) Supersedes RC-2; 2004-3 (which states forty-five days after processing in the imaging system)  No changes from schedule 2010-3 (which states the same retention period of fifteen [15] days)	Retain up to fifteen (15) days after processing (scan, index and review) of document and destroy.	Paper		<input type="checkbox"/>
2013-4	Imaged Closed Case Files (CJFS Public Assistance case files SMBC Community-Based Public Assistance case files)  NO CHANGES Reference RC-2; 2004-2 (which states the same retention period Retain three (3) calendar years from closing date. Records will be purged based on file layout HSRSCL31, on a monthly basis.	Retain three (3) calendar years from closing date. Records will be purged based on file layout HSRSCL31, on a monthly basis	Electronic		<input 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
2013-5	<p>Non Public Assistance Child Care case files</p> <p>Supersedes RC-2; 2004-5 (Retain forty-five [45] days after documents are processed in the Imaging System)</p> <p>No changes from schedule 2010-4 (which states Retain up to fifteen (15) days after processing (scan, index and review) of document and destroy.)</p>	Retain up to fifteen (15) days after processing (scan, index and review) of document and destroy.	Paper		<input type="checkbox"/>
2013-6	<p>Non Public Assistance Child Care case files</p> <p>No changes from schedule 2004-6 (Retain three [3] calendar years from closing date. Record files will be purged based on file 3299 report.)</p>	Retain three [3] calendar years from closing date. Record files will be purged based on file 3299 report.	Electronic		<input type="checkbox"/>
2013-7	<p>Imaged Active Investigation case files</p> <p>Supersedes RC-2; 2004-7 (Which states retain forty-five [45] days are processed in the Imaging System)</p> <p>No changes from schedule 2010-5 (Which states Retain up to fifteen (15) days after processing (scan, index and review) of document and destroy.)</p>	Retain up to fifteen (15) days after processing (scan, index and review) of document and destroy.	Paper		<input type="checkbox"/>
2013-8	<p>Imaged Closed Investigation case files</p> <p>No changes from schedule; 2004-8 (Which states retain up to three (3) calendar years from settlement date of claim.)</p>	Retain up to three (3) calendar years from settlement date of claim	Electronic		<input type="checkbox"/>
2013-9	<p>Unidentifiable Mail received</p> <p>No changes from schedule 2010-6 (which states Retain thirty (30) days and destroy)</p>	Retain thirty (30) days and destroy	Paper		<input type="checkbox"/>
					<input type="checkbox"/>