



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

Page ____ of ____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County

(See Exhibit A, attached)

(local government entity)

(unit)

[Signature]

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County Records Commission

(216) 443-7520

Records Commission

(telephone number)

2905 Franklin Ave. NW

Cleveland

44113

Cuyahoga

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: lcetina@cuyahogacounty.us

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.

Justine G. Cetina, Acting Chair

8-15-2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Bonner

State Records Archivist

8/28/12

Signature

Title

Date

Section D: Auditor of State

Martin E. Mohr

8-31-12

Signature

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



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Section E: Records Retention Schedule

Cuyahoga County

(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-2 Required by OHS LGRP
2012-1	General correspondence, including internal correspondence and e-mail	Retain 1 year	Paper or electronic		<input type="checkbox"/>
2012-2	Transient communications, including text messages, instant messages, voicemail, telephone messages, or drafts of documents	May destroy when no longer administratively useful	Paper or electronic		<input type="checkbox"/>

Exhibit A

**Offices and Departments Subject to the
Supplemental Correspondence Records Retention Schedule**

Agency of Inspector General
Clerk of Courts Department
Cuyahoga County Council
Department of Communications
Department of Development
Department of Health and Human Services
Department of Human Resources
Department of Information Technology
Department of Internal Auditing
Department of Law
Department of Public Safety and Justice Services
Department of Public Works
Department of Regional Collaboration
Fiscal Department
Office of Procurement and Diversity
Office of the Executive
Office of the Medical Examiner
Sheriff's Department
Treasurer