

Received 4/20/11 OHS

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Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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 Board of County Commissioners

Department of Development, County Airport

(local government entity)

Paul Oyaski

(unit)

Director

July 15, 2010

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(216) 443-7250

(telephone number)

2905, Franklin Blvd.

Cleveland, Ohio

44113

Cuyahoga

(address)

(city)

(zip code)

(county)

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

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

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.



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule:

Cuyahoga County Department of Development – AIRPORT DIVISION

(local government entity)

(unit)

Amending 1978 Schedule of Records Retention and Destruction

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
10.1a	Accident / Incident Reports – Non-Employee	Retain for 6 years provided there is no action pending, then destroy.	Paper/Electronic	
10.1b	Accident / Incident Reports - Employee	Retain in Personnel File. See 10.46 Personnel File	Paper/Electronic	
10.2	Account Record	Retain until audited, then destroy	Paper/Electronic	
10.3	Advertisements / Public Relations Materials: (Brochures, Bulletins, Posters, Promotional Materials)	Retain until no longer Administratively necessary, then destroy (no RC-3).	Paper/Electronic	
10.4	Agendas (copy)	Retain 1 week, then destroy. Original retained by office/agency now responsible for records kept by the former Clerk of the Board	Paper/Electronic	
10.5	Airport Rules & Regulations	Retain until superseded, then destroy.	Paper/Electronic	



10.6	Annual Budgets	Retain 1 copy permanently.	Paper	<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>
10.7	Annual Reports	Retain 1 copy permanently.	Paper	
10.8	Applicant Materials: (<i>Applications, Tests, Resumes, E-mail inquiries</i>)	Retain until forwarded to Human Resources.	Paper/Electronic	
10.9	Attendance Record: (<i>Bi-weekly Summaries, Time-sheets, all Leave documents, Timecards</i>)	Retain 3 years, then destroy, provided audited.	Paper/Electronic	
10.10	Audit Reports	Retain 1 copy permanently.	Paper/Electronic	
10.11	Bank Deposits	Retain 2 years after the end of the fiscal year, then destroy, provided audited.	Paper/Electronic	
10.12	Bids and Proposals (<i>Unsuccessful</i>)	Retain 2 years after letting of contract, then destroy, provided audited.	Paper/Electronic	
10.13	Budget Documents - General Fund	Retain 3 years, then destroy, provided audited.	Paper/Electronic	
10.14	Budget Documents - Grants	Retain until grant closes out, then destroy, provided audited.	Paper/Electronic	
10.15	Cancelled Checks	Retain 3 years after the end of the fiscal year, then destroy, provided audited.	Paper	



10.16	Cash Books and Journals	Retain for 3 years, then destroy, provided audited.	Paper	<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>
10.17	Contracts (copy)	Retain 15 years after expiration, then destroy. Originals kept with records from the former Clerk of the Board.	Paper/Electronic	
10.18	Correspondence - Associated with Grants: (<i>Federal, State, Local</i>)	Retain 3 years after end of grant, then destroy.	Paper/Electronic	
10.19	Correspondence - General (<i>E-mails, Faxes and Internal correspondence</i>)	Retain 1 year as specified under BOCC schedule dated 6/3/2009 – attached.	Paper/Electronic	
10.20	Deposits with the County	Retain 2 years, then destroy, provided audited.	Paper/Electronic	
10.21	Drawings/Drafts – Pictorial	Retain until superseded, then destroy.	Paper/Electronic	
10.22	Environmental Review Records	Retain 3 years, then destroy, provided audited.	Paper/Electronic	
10.23	FAA Airport Traffic Reports	Retain 3 years, then destroy.	Paper/Electronic	
10.24	FAA Regulations/Guidelines: (<i>Circulars, PPMs, Orders</i>)	Retain until superseded then destroy.	Paper/Electronic	
10.25	FAMIS Reports - Various	Retain 1 year, then destroy, provided audited.	Paper/Electronic	



10.26a	Financial Reports (<i>copy</i>)	Retain until audited, then destroy.	Paper/Electronic	<p>Records from 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>
10.26b	Financial Reports [1940 -1978] (<i>originals</i>)	Retain permanently	Paper	
10.27	Forms	Retain until superseded, replaced or obsolete then destroy (no RC-3).	Paper/Electronic	
10.28	Grantee Performance Report	Retain 1 copy permanently.	Paper/Electronic	
10.29	Grants	Retain 1 copy permanently.	Paper/Electronic	
10.30	Inspections (<i>Vehicle, Safety, Property, Runway condition, Security, NOTAMS</i>)	Retain for 3 years, then destroy	Paper/Electronic	
10.31	Inventories	Retain 3 years then destroy, provided audited.	Paper/Electronic	
10.32	Journal (<i>Monthly entries of sales reports</i>)	Retain until audited, then destroy.	Paper	
10.33	Land Acquisitions	Retain 3 years after settlement of acquisition or until disposition of applicable relocation records, then destroy.	Paper/Electronic	
10.34	Leases: Real Estate	Retain 5 years after expiration date, then destroy provided audited.	Paper/Electronic	



10.35	Legal Notices	Retain 3 years, then destroy, provided audited.	Paper/Electronic	
10.36	Legal Opinions	Retain until superseded, then destroy.	Paper/Electronic	
10.37	Logs (<i>Wildlife, Fuel</i>)	Retain 5 years, then destroy.	Paper/Electronic	
10.38	Media Logs	Retain 2 years, then destroy.	Paper/Electronic	
10.39	Memberships	Retain 2 years, then destroy.	Paper/Electronic	
10.40	Memoranda	Retain 1 year, then destroy. See 10.19 Correspondence – General.	Paper/Electronic	
10.41	Monthly Budget Reports	Retain 2 years, then destroy, provided audited.	Paper/Electronic	
10.42a	Noise Abatement Council Documents: (<i>All Correspondence, Reports, Attendance sheets, Labels</i>)	Retain for 3 years, then destroy.	Paper/Electronic	
10.42b	Noise Abatement Council Documents – Agreements/Official Proclamations/Resolutions (<i>copy</i>)	Retain for 3 years, then destroy. Original retained by office/agency now responsible for records kept by the former Clerk of the Board	Paper/Electronic	
10.42c	Noise Abatement Council Documents - Maps	Retain for 3 years, appraise for historical value, then destroy	Paper/Electronic	



10.42d	Noise Abatement Council Documents - Minutes	Retain 1 copy permanently	Paper	<p><i>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.</i></p>
10.43	P-card Statements	Retain 2 years, then destroy.	Paper/Electronic	
10.44	Payroll Records: (<i>Payroll & Benefits Register</i>)	Retain for 3 years, then destroy, provided audited.	Paper/Electronic	
10.45	Permits	Retain 3 years, then destroy, provided audited.	Paper/Electronic	
10.46	Personnel File	Retain 1 year after termination of employment, then destroy. Office of Human Resources maintains original file.	Paper/Electronic	
10.47	Photos	Retain 3 years, then destroy.	Paper/Electronic	
10.48	Plans (<i>Security, Snow, Wildlife, ACM, Emergency, Landscaping, Storm water</i>)	Retain until superseded, then destroy.	Paper/Electronic	
10.49	Purchase Orders	Retain for 3 years, then destroy, provided audited.	Paper/Electronic	
10.50	Record of Receipts & Expenditures (<i>copy</i>)	Retain until all items are cleared, then destroy, provided audited. Originals retained by Auditor's office.	Paper/Electronic	



10.51	Records Retention Schedule	Retain until superseded or revised, then destroy. Originals kept by the Records Commission permanently.	Paper/Electronic
10.52	Reports (<i>Irregularity, Security</i>)	Retain 3 years, then destroy.	Paper/Electronic
10.53	Request of Board Actions	Retain 3 years, then destroy Originals kept with the former Clerk of the Board records	Paper/Electronic
10.54	Requisitions	Retain 3 years, then destroy, provided audited.	Paper/Electronic
10.55	Research for Project Grants	Retain 1 year, then destroy.	Paper/Electronic
10.56	Tenant File	Retain until audited, then destroy.	Paper/Electronic
10.57	Transient Communications: including text messages, instant messages, voicemail, telephone messages or drafts of documents	May destroy at any time, no RC-3 needed. See BOCC schedule dated 6/3/2009 attached.	Paper/Electronic
10.58	Training Aids: (<i>Manuals, Videos, Handouts</i>)	Retain until superseded, then destroy.	Paper/Electronic
10.59	Vendor File (<i>W-9 and Compliance forms, Changes of address</i>)	Retain 2 years, then destroy, provided audited.	Paper/Electronic

Audited means: the records 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.



10.60	Vouchers	Retain until audited, then destroy. Originals retained with the Auditor's Office.	Paper/Electronic	
10.61	Work Assignments	Retain 1 year, then destroy.	Paper/Electronic	
10.62	Zoning Regulations	Retain until superseded, then destroy.	Paper/Electronic	