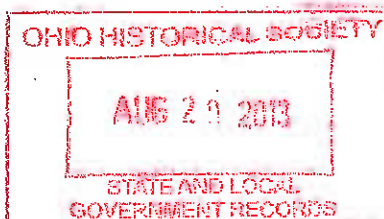




**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

### Section A: Local Government Unit

Cuyahoga County Fiscal Office – Auditor's Division

Financial Services Billing

(local government entity)

*Joann Jackson*

Joann Jackson

(unit)

Manager of Billing

February 12, 2013

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

216-443-7250

2905 Franklin Avenue

Cleveland

44113

(telephone number)  
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.

*Justin G. Ceterzi, Acting Chair*

8-14-2013

Records Commission Chair Signature

Date

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

*Connie Conner*

Signature

*Govt Records Archivist*

Title

8/26/13

Date

### Section D: Auditor of State

*Martin E. March*

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.**



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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Cuyahoga County Fiscal Office – Auditor's Division

Financial Services - Billing

(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
2013-1	Addition & Deduction Lists fka Change of Values (supercedes 80-3)	Retain 6 years or until scanned to digital image with a backup on microfilm, then destroy	Paper	
2013-2	Addition & Deduction Lists	Retain 6 yrs then destroy	Digital image/ microfilm	