



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORICAL SOCIETY

AUG 20 2013

STATE AND LOCAL
GOVERNMENT RECORDS

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Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County Fiscal Office		Department of Consumer Affairs	
(local government entity)		(unit)	
<i>Cynthia Sisk</i>	Cynthia Sisk	Consumer Affairs Director	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Cuyahoga County Records Commission		216-443-7260	
Records Commission		(telephone number)	
2905 Franklin Avenue	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.

<i>Jason G. Citroni, Acting Chair</i>	8-14-2013
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<i>Connie Conner</i>	Govt. Records Archivist	8/26/13
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. M...</i>	9-9-13
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



Section E: Records Retention Schedule

Cuyahoga County Fiscal Office

Department of Consumer Affairs

(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
DCA-1	Calendars	3 months after end of calendar year	Electronic/ Paper		<input type="checkbox"/>
DCA-2	Consumer Protection Complaint Files	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-3	Consumer Protection Investigative Files	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-4	Convenience copy Budgets (e.g. work orders, purchases, warranties)	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-5	Convenience copy of Personnel Records (e.g. evaluations, education requirements, acknowledgements, discipline actions)	1 year after employee terminated employment with department	Electronic/ Paper		<input type="checkbox"/>
DCA-6	Convenience copy of the RC2 Record Retention Schedule	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-7	Database	15 years	Electronic		<input type="checkbox"/>
DCA-8	Educational Material	Destroy when superseded, obsolete or no longer needed	Electronic/ Paper		<input type="checkbox"/>
DCA-9	Executive Correspondence	5 years	Electronic/ Paper		<input checked="" type="checkbox"/>
DCA-10	Meeting Agendas (Departmental)	1 year	Electronic/ Paper		<input type="checkbox"/>
DCA-11	Meeting Minutes (Departmental)	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-12	Policy & Procedure Manuals	Destroy when superseded, obsolete or no longer needed	Electronic/ Paper		<input type="checkbox"/>



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DCA-13	Public Records Request Log	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-14	Reference/Resource Manuals	Destroy when superseded, obsolete or no longer needed	Electronic/ Paper		<input type="checkbox"/>
DCA-15	Routine Correspondence	1 year, the retention period is per the RC-2 for Cuyahoga County approved on August 15, 2013 by the County Executive	Electronic/ Paper		<input type="checkbox"/>
DCA-16	Transient Documents (e.g. phone messages, unsolicited mail or emails)	Until no longer of administrative value, the retention period is per the RC-2 for Cuyahoga County approved on August 15, 2013 by the County Executive	Electronic/ Paper		<input type="checkbox"/>
DCA-17	Weights & Measures Annual State Report	10 years	Paper		<input checked="" type="checkbox"/>
DCA-18	Weights & Measures Complaint Files	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-19	Weights & Measures Inspection Reports	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-20	Weights & Measures Mileage Logs	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-21	Weights & Measures Violation Files	3 years	Electronic/ Paper		<input type="checkbox"/>
DCA-22	Weights & Measures Work Schedules	3 years	Electronic/ Paper		<input type="checkbox"/>