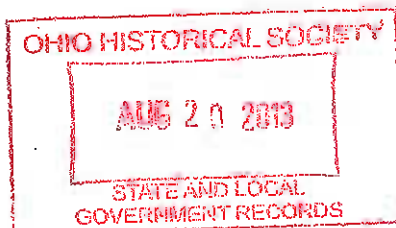




**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

800 E. 17th 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

Community Services Estate Tax Division

(local government entity)

(unit)

Donna Carter

Donna Carter

Supervisor

7/22/2013

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(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.

Julia B. Cetani, 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. Mueh

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

Community Services fka Personal Property – Estate Tax Division

(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	Estate Tax Settlements	Retain until final year of collection goes to zero (0), then destroy, provided audited 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.	Paper	