



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

OHIO HISTORY CONNECTION

INSTRUCTIONS—RC-2

JUN 19 2014

STATE AND LOCAL
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CUYAHOGA COUNTY FISCAL OFFICE

FINANCIAL SERVICES - BILLING

(Local government entity)

(unit)

(Signature of responsible official)

Joanne Jackson
(name)

Manager of Billing
(title)

(date)

6/19/2014

Section B: Records Commission

CUYAHOGA COUNTY RECORDS COMMISSION

C/O JUDY CETINA, SENIOR RECORDS MANAGEMENT ADMINISTRATOR

216/443-7250

Records Commission

(telephone number)

2805 Franklin Boulevard

Cleveland

44113

Cuyahoga

(Address)

(city)

(zip code)

(county)

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

Judith B. Cetina, Acting Chair

6-4-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Connor

Govt. Records Archivist

6/25/14

Signature

Title

Date

Section D: Auditor of State

Martin E. March

7-11-14

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

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	(6) RC-3 Required by OHS- LGRP
2013-1	Abstract of Auditor's Tax Duplicate (supersedes 80-1)	Retain permanently	Paper/ Electronic		<input checked="" type="checkbox"/>
2013-2	Abstract of Exempted Properties (supersedes 80-3)	Retain permanently	Paper/ Electronic		<input checked="" type="checkbox"/>
2013-3	Addition & Deduction Lists fka Change of Values (supersedes 80-3 & 80-48)	Retain 6 years or until scanned to digital image with a backup on microfilm, then destroy	Paper		<input type="checkbox"/>
2013-4	Addition & Deduction Lists	Retain 6 years then destroy	Digital/ microfilm		<input type="checkbox"/>
2013-5	Application for Tax Exemption & Remission (supersedes 80-4)	Retain 3 yrs, then destroy	Paper/ Electronic		
2013-6	Certified Delinquent for a Given Year (supersedes 80-35) (Includes advertisement and receipt for payment)	Retain until legal ad published, then destroy	Paper/ Electronic		
2013-7	Certified Delinquent List (supersedes 80- 40)	Retain 3 yrs, then destroy	Paper/ Electronic		
2013-8	Detail List of Exempt Values (supersedes 80-20, 80-21 & 80-23)	Retain 3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-9	Exempt Property Duplicate (supersedes 80-60)	Retain until superseded, then destroy	Paper/ Electronic		
2013-10	Exemption Index (supersedes 80-24)	Retain permanently	Paper/ Electronic		<input type="checkbox"/>



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2013-11	Inventory of Land Bank Parcels (supersedes 80-26 & 43)	Retain until superseded, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-12	Record of Payment on Delinquent Special Assessments	Retain 10 yrs, then destroy	Digital/ microfilm		
2013-13	Special Assessment Certification List – County (supersedes 80-64)	Retain post 1975 until superseded, then destroy. Volumes for 1975 and prior retain permanently	Paper/ Electronic		
2013-14	Special Assessment Certification List – Municipal (supersedes 80-65)	Retain permanently or until scanned to digital images with a microfilm backup, then destroy	Paper/ Electronic		
2013-15	Special Assessment Certification List – Municipal	Retain permanently	Digital/ microfilm		
2013-16	Special Assessment Fund List supersedes 80-10)	Retain 1 yr, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-17	Special Assessment Recapitulation of Detail Input (supersedes 80-8)	Retain until superseded, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-18	Special Assessment Report (breakdown into various funds) (supersedes 80-68)	Retain 10 yrs, or until scanned to digital image with a microfilm backup then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-19	Special Assessment Report (breakdown into various funds)	Retain 10 yrs, then destroy	Digital/ Microfilm		<input type="checkbox"/>
2013-20	Split Bills (card copy & soft copy including copies of deeds) (supersedes 80-70)	Retain 2 yrs, then destroy	Paper/ Electronic		<input type="checkbox"/>



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2013-21	Valuation Changes on Current Duplicates white copies (supersedes 80-76)	Retain white copy 6 yrs, then destroy	Paper		
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