



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of ____

OHIO HISTORY CONNECTION

MARCH 04 2024

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Cuyahoga County Fiscal Office

Real Property

(Local Government Entity)

(Unit)

Richard Hampton

Administrative Supervisor 08/24/2030

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

216-443-7250

3951 Perkins Ave. Cleveland, OH

44114

(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.

Julith D. Colina, Acting Chair

2-29-2024

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Czubak

Digitally signed by Amy Czubak
Date: 2024.03.05 13:48:24 -05'00'

Government Records Archivist

3/5/2024

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2024.03.11 15:12:44 -04'00'

Records Manager

Signature

Title

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 (RC-2) – Part 2*See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
2023-1	Homestead & Disabled Exemption Application supersede the original approved 2013-2	Retain on paper until property is sold or person deceased or until scanned to digital image with digital storage back up, then destroy.	Paper		<input type="checkbox"/>
2023-2	Homestead and Disabled Exemption Applications supersede the original approved 2013-3	Retain Permanently	Digital/ Digital Storage		<input checked="" type="checkbox"/>
2023-3	Homestead Exemption Certificate Of Disability supersede the original approved 2013-4	Retain on paper until property is sold or person deceased or until scanned to digital image with digital storage back up, then destroy.	Paper		<input type="checkbox"/>
2023-4	Homestead Exemption Certificate Of Disability supersede the original approved 2013-5	Retain Permanently	Digital/ Digital Storage		<input checked="" type="checkbox"/>