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# RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form

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Section A: Local Government Unit Cuyahoga County	(To complete this form onlin	e, use "tab" key to jump County Law Library	
(local government entity)  **Haylum M. Lasala (signature of responsible official)	Kathleen M. Sasala	(unit) Librarian and Chief Administrator	12-7-11
(signature of responsible official)	(name)	(title)	(date)
Section B: Records Commission  C wyshoca County Records Commission		(2(C) 443- (felephone numbe	7 25 0
2905 Franklin Blod.	Cleveland, OHIC	4-4-1 (3 (zip code)	CuyAhogA (county)
To have this form returned to the Records: I hereby certify that our records commission listed on this form and any continuation she series from being destroyed, transferred, or disposed of which pertains to any pending commission.	n met in an open meeting, as requests. I further certify that our common the common of	ired by Section 121.22 OR mission will make every effo of these schedules and the t. This action is reflected in	ort to prevent these records let no record will be knowingly in the minutes kept by this
Records Commission Chair Signature	er & County Executive FO F	itzberaud	12]7/11 Date
Section C: Ohio Historical Society - State  Omne  Signature		osols archie	70t 12/14/11 Date
Section D: Auditor of State  Martin E. Muli Signalure			/2-30-// Date
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t is strongly recommended that the Records Commission retain a permanent copy of this form



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

Section E: Records Retention Schedule

# **Cuyahoga County**

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report her been

County Law Library Resources Board 7.26 O.R.C.

(local government entity)

(1) Schedule Number		(3) Retention Period	(4) Media Type	Augitorof Sinteror DHSMEGREE	kleguired Hig OHS
11-01	Accident Reports/Files		Paper and electronic		
• .	Bodily injury to non-employee	6 years provided no action pending		1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000	1
	Employee injury reports	Place in personnel file			
	Damages to county vehicle	6 years provided no action pending			
11-02	Accounts receivable ledgers and documents	3 years, provided audit	Paper		F
11-03	Activity Reports	2 years	Paper and electronic	AND SECTION	
11-04	Annual Budgets	Permanent	Paper	A SPECIAL PROPERTY OF THE PROP	
11-05	Annual reports	Permanent	Paper		
11-06	Applications for employment (unsuccessful/no hire)	2 years after receipt	Paper and electronic		
11-07	Approval requests from other agencies for the purchase of legal resources by the CLLRB pursuant to ORC sec. 307.51	2 years, provided audit	Paper and electronic		Ш
1-08	Audio-visual, PR and training materials, lesson plans	Until Information is superseded, obsolete, or replaced	Paper and electronic	The second secon	
1-09	Audit reports	Permanent	Paper	Man NE (II) Come an annual (II) (II)	



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11-10	Automatic data processing and electronic data processing media used for temporary storage or control	Erase when no longer of administrative value	Electronic	
11-11	Badges and Ids	Turn in upon termination of employment	Paper	NEW YORK TO SEE THE SECOND SEC
11-12	Bank records	3 years, provided audit	Paper	
11-13	Biank forms	30 days after obsolescence	Paper	
11-14	Bids and proposals (unsuccessful)	2 years after letting of the contract	Paper	
11-15	Bids and proposals (successful)		Paper	
	Copies of successful bids to provide goods and/or services	3 years after expiration of the contract		
	Original, if made part of a contract and filed with the contract	15 years after expiration of contract		
11-16	Budget preparation documents (other than Annual Budgets)	4 years	Paper and electronic	
11-17	Bulletins, posters and notices to employees	Until no longer administra- tively necessary	Paper and electronic	
11-18	Calendars	1 year	Paper and electronic	
11-19	Cancelled checks and check stubs	3 years, provided audit	Paper	
11-20	Cataloging documents (requests to catalog books and other materials, transit slips)	1 year	Paper and electronic	Capped American Company of the Capped Compan
11-21	Cash books and cash journals	3 years, provided audit	Paper	PUTE TRUE OF THE STATE OF THE S
11-22	Check registers	3 years, provided audit	Paper	This year own in the second of
11-23	Claims and litigation records pertaining to the County Law Library Resources Board	5 years after case is closed and appeals are exhausted	Paper and electronic	



11-24	Compliance reports	5 years	Paper and electronic	
11-25	Continuing education certifications, class seminars, training attendance records	Place in personnel file; see 11-36, Employee personnel files	Paper	
11-26	Contracts	15 years after expiration	Paper	The second secon
11-27	Coples-extra copies, photo copies, etc.	Can destroy in the normal course of business when no longer of administrative value	Paper	
11-28	Correspondence (including memos and faxes)-Administrative	2 years	Paper and electronic	PERSONAL PROPERTY.
11-29	Correspondence (including memos and faxes)-Executive	5 years	Paper and electronic	Control of the contro
11-30	Correspondence (Including memos and faxes)-Routine	1 year	Paper and electronic	Secretaria de la constitución de
11-31	Decisions on purchases of legal resources for county agencies pursuant to ORC sec. 307.51	2 years, provided audit	Paper and electronic	Enter Appropriate Control of the Con
11-32	Delivery slips/packing slips	2 years	Paper	
11-33	Disaster Plans	Until updated or superseded	Paper and electronic	
11-34	Drafts and informal notes	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	
1-35	Copies of employee benefit records-place in personnel files	Permanent	Paper	
1-36	Employee personnel files	Permanent	Paper	A Same again Transaction

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Ohio Historical Society State Archives of Ohio Local Government Records Program

For State Archive	Audited means: the years encompessed by the record: have been audited by the have been audited by the es - LGRP Use Onlyaudital of State and the
For State Archive Date Reviewed;	audit work has been audit pursuant to sec. \$17.26 O.R.G.
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11-37	Equipment inventories	3 years	Paper and electronic	
11-38	Equipment maintenance records	Life of the equipment	Paper	
11-39	Expense records	3 years	Paper and electronic	
11-40	Financial and fiscal reports	3 years, provided audit	Paper	
11-41	Flow charts (operations)	2 years	Paper and electronic	
11-42	General orders, directives, policies, rules, regulations and procedures	Until superseded, retain one copy until audited	Paper and electronic	
11-43	Grant files and supporting financial records and documents	5 years, provided all state and federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper	
11-44	insurance policies	Duration of policy plus 2 years, provided all claims settled	Paper	
11-45	Interlibrary Loan documents	2 years	Paper and electronic	
11-46	Inventories-annual of public property	3 years, provided audit	Paper and electronic	
11-47	Invoices (paid)  County record copy  Duplicate copies	3 years, provided audit 2 years	Paper and electronic	
	Doblicate cobles	∠ years		



11-48	Job descriptions	Until superseded or classification abolished	Paper and electronic	COMMUNICATION OF THE PROPERTY
11-49	Leases-equipment	Duration of lease plus 2 years	Paper	
11-50	Leave requests (sick and vacation)	3 years, provided audit	Paper and electronic	
11-51	Mail Unsolicited mail	Can destroy in the normal course of business	Paper and electronic	
	Postal records	when no longer of administrative value		
11-52	Mailing lists	Until updated, superseded or obsolete	Paper and electronic	
11-53	Management and operations reports		Paper and electronic	
	Monthly/quarterly/semiannual	Until Incorporated in an annual report		
	Annual	5 years		
	Consultant produced	5 years		
11-54	Manuals, handbooks and directives	Until superseded, obsolete, or replaced. Retain 1 file copy for 5 years until superseded.	Paper and electronic	Approximate the second
11-56	Meeting agendas and minutes	Permanent	Paper	
11-56	Meeting notices	1 year	Paper and electronic	

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

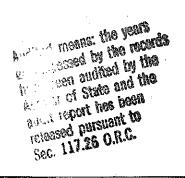
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11-57	Meeting notes	1 year	Paper and electronic		
11-58	Organizational charts	Until superseded	Paper and electronic	10 / 10 / 10 / 10 / 10 / 10 / 10 / 10 /	
11-59	Payroli records	Permanent	Paper		
11-60	Personnei Manuals	Current plus 1	Paper and electronic		
11-61	Petty cash records	3 years provided audit	Paper		
11-62	Preliminary drafts of letters, memoranda, worksheets, reports, and the preparation of recorded information	Can destroy in the normal course of business when no longer of administrative value			
11-63	Press/News releases	3 years	Paper and electronic		
11-64	Printing orders	3 years	Paper and electronic	The second secon	PATENDES SELECTION OF THE PATENDES SELECTION
11-65	Professional association records	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic		
11-66	Project plans/drawings	Life of project or obsolete. Retain 1 copy permanently	Paper and electronic		
11-67	Publications-in house	8 years and then OHS will evaluate for historic value	Paper and electronic		
11-68	Publications-received (including, but not limited to, books, newspapers, magazines, journals, law reviews, pamphlets, CDs, DVDs)	30 days after obsolescence	Paper and electronic		
11-69	Purchase orders and regulations	3 years, provided audit	Paper		

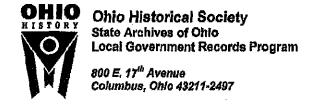
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#### Ohio Historical Society State Archives of Ohio Local Government Records Program



		4	Figure 1997 (1995) To be a proposed a proposed a proposed and a proposed a pr
Receipts	2 years, provided audit	Paper	
Receiving documents	3 years	Paper	1 (1997)
Records documents (RC-1, RC-2, RC-3)	Permanent	Paper	
Records of receipts and expenditures	10 years	Paper	
Records requests	2 years	Paper and electronic	es Caracina de la Car
Reference and research materials and requests	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	
Requisitions	3 years	Paper and electronic	TATELON OF THE PARTY OF THE PAR
Returns-documents regarding the return of legal research and reference materials	2 years, provided audit	Paper	
Rosters/directories	1 year after superseded or obsolete	Paper and electronic	THE RESERVE THE PROPERTY OF TH
Speeches/presentations	3 years	Paper and electronic	
Statistical reports (see also Annual Reports, 11-05)		Paper and electronic	5 5 1 (September 1985)
Monthly/quarterly/semlannual	Until incorporated into annual report		
Annual	5 years Permanent		
Consultant produced	{		
Telephone messages	Can destroy in the normal course of	Paper	THE STATE OF THE S
	business when no longer of		The second secon
	Records documents (RC-1, RC-2, RC-3)  Records of receipts and expenditures  Records requests  Reference and research materials and requests  Returns-documents regarding the return of legal research and reference materials  Rosters/directories  Speeches/presentations  Statistical reports (see also Annual Reports, 11-05)  Monthly/quarterly/semiannual  Annual  Consultant produced	Receiving documents 3 years  Records documents (RC-1, RC-2, RC-3) Permanent  Records of receipts and expenditures 10 years  Records requests 2 years  Reference and research materials and requests Can destroy in the normal course of business when no longer of administrative value 3 years  Returns-documents regarding the return of legal research and reference materials 1 year after superseded or obsolete Speeches/presentations 3 years  Statistical reports (see also Annual Reports, 11-05)  Monthly/quarterly/semiannual Until incorporated into annual report 5 years  Permanent Consultant produced Telephone messages Can destroy in the normal course of business when no	Receiving documents  Records documents (RC-1, RC-2, RC-3)  Records of receipts and expenditures  Records requests  Records requests  Reference and research materials and requests  Requisitions  Requisitions  Returns-documents regarding the return of legal research and reference materials  Rosters/directories  Resected research and reference materials  Rosters/directories  Resports, 11-05)  Monthly/quarterly/semiannual  Can destroy in the normal electronic  2 years, provided audit  1 year after superseded or obsolete  3 years  Paper and electronic  2 years, provided audit  1 year after superseded or obsolete  3 years  Paper and electronic  Chartily reports (see also Annual Reports, 11-05)  Monthly/quarterly/semiannual  Consultant produced  Can destroy in the normal course of business when no



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		administrative value		
11-82	Time cards, time sheets, sign-in sheets (all originals)	Permanent	Paper	in territoria
11-83	Travel expense reports	3 years, provided audit	Paper	
11-84	Visitors logs or sign-in sheets	1 year	Paper	A STREET OF THE
11-85	Vouchers	3 years, provided audit	Paper	
11-86	Work schedules	1 year after schedule changed	Paper and electronic	Secretary of the second
11-87	Miscellaneous documents (drafts and informal notes, transitory information)	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	

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