



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Cuyahoga County

County Law Library Resources Board

(local government entity)

(unit)

Librarian and Chief
Administrator

12-7-11

Kathleen M. Sasala
(signature of responsible official)

Kathleen M. Sasala

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County
Records Commission

(216) 443-7250
(telephone number)

2905 Franklin Blvd.
(address)

Cleveland, OH 44113
(city)

44113
(zip code)

Cuyahoga
(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.

Judith G. Cetera, Designer of County Executive Ed Fitzgerald
Records Commission Chair Signature

12/7/11
Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt Records Archivist
Title

12/14/11
Date

Section D: Auditor of State

Martin E. Mueh
Signature

12-30-11
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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Section E: Records Retention Schedule

Cuyahoga County

County Law Library Resources

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.

(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
11-01	Accident Reports/Files Bodily injury to non-employee Employee injury reports Damages to county vehicle	6 years provided no action pending Place in personnel file 6 years provided no action pending	Paper and electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-02	Accounts receivable ledgers and documents	3 years, provided audit	Paper	<input type="checkbox"/>	<input type="checkbox"/>
11-03	Activity Reports	2 years	Paper and electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-04	Annual Budgets	Permanent	Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-05	Annual reports	Permanent	Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-06	Applications for employment (unsuccessful/no hire)	2 years after receipt	Paper and electronic	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
11-08	Audio-visual, PR and training materials, lesson plans	Until information is superseded, obsolete, or replaced	Paper and electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-09	Audit reports	Permanent	Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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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		
11-12	Bank records	3 years, provided audit	Paper		
11-13	Blank 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) Copies of successful bids to provide goods and/or services Original, if made part of a contract and filed with the contract	3 years after expiration of the contract 15 years after expiration of contract	Paper		
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 administratively 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		
11-21	Cash books and cash journals	3 years, provided audit	Paper		
11-22	Check registers	3 years, provided audit	Paper		
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		



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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	
11-27	Copies-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	
11-29	Correspondence (including memos and faxes)-Executive	5 years	Paper and electronic	
11-30	Correspondence (including memos and faxes)-Routine	1 year	Paper and electronic	
11-31	Decisions on purchases of legal resources for county agencies pursuant to ORC sec. 307.51	2 years, provided audit	Paper and electronic	
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	
11-35	Copies of employee benefit records-place in personnel files	Permanent	Paper	
11-36	Employee personnel files	Permanent	Paper	



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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)		Paper and electronic		
	County record copy	3 years, provided audit			
	Duplicate copies	2 years			



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11-48	Job descriptions	Until superseded or classification abolished	Paper and electronic	
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 Postal records	Can destroy in the normal course of business when no longer of administrative value 2 years	Paper and electronic	
11-52	Mailing lists	Until updated, superseded or obsolete	Paper and electronic	
11-53	Management and operations reports Monthly/quarterly/semiannual Annual Consultant produced	Until incorporated in an annual report 5 years 5 years	Paper and electronic	
11-54	Manuals, handbooks and directives	Until superseded, obsolete, or replaced. Retain 1 file copy for 5 years until superseded.	Paper and electronic	
11-55	Meeting agendas and minutes	Permanent	Paper	
11-56	Meeting notices	1 year	Paper and electronic	



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11-57	Meeting notes	1 year	Paper and electronic		
11-58	Organizational charts	Until superseded	Paper and electronic		
11-59	Payroll records	Permanent	Paper		
11-60	Personnel 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		
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 requisitions	3 years, provided audit	Paper		



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11-70	Receipts	2 years, provided audit	Paper	
11-71	Receiving documents	3 years	Paper	
11-72	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper	
11-73	Records of receipts and expenditures	10 years	Paper	
11-74	Records requests	2 years	Paper and electronic	
11-75	Reference and research materials and requests	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	
11-76	Requisitions	3 years	Paper and electronic	
11-77	Returns-documents regarding the return of legal research and reference materials	2 years, provided audit	Paper	
11-78	Rosters/directories	1 year after superseded or obsolete	Paper and electronic	
11-79	Speeches/presentations	3 years	Paper and electronic	
11-80	Statistical reports (see also Annual Reports, 11-05) Monthly/quarterly/semiannual Annual Consultant produced	Until Incorporated into annual report 5 years Permanent	Paper and electronic	
11-81	Telephone messages	Can destroy in the normal course of business when no longer of	Paper	



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		administrative value		
11-82	Time cards, time sheets, sign-in sheets (all originals)	Permanent	Paper	
11-83	Travel expense reports	3 years, provided audit	Paper	
11-84	Visitors logs or sign-in sheets	1 year	Paper	
11-85	Vouchers	3 years, provided audit	Paper	
11-86	Work schedules	1 year after schedule changed	Paper and electronic	
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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