



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page 2 of 2

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County Personnel Review Commission
(local government entity)

(unit)

Rebecca Kopcienski
(signature of responsible official)

Rebecca Kopcienski
(name)

Director
(title)

12-7-16
(date)

Section B: Records Commission

Cuyahoga County

216-443-7250

Records Commission

(telephone number)

2905 Franklin Blvd.
(address)

Cleveland OHIO
(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.

Julia G. Cetena, Ph.D., Acting Chair

12-7-16

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Annika D. Pinker
Signature

Local Government Records Archivist

1/4/17
Date

Section D: Auditor of State

Martin E. Mue
Signature

1-19-17

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

OHIO HISTORY CONNECTION

DEC 19 2016

STATE AND LOCAL
GOVERNMENT RECORDS

SEARCHED
2/2/17



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page 4 of 5

(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 Requi red by OHS- LGRP
	other maintenance of the eligibility list, per Cuyahoga County Code 303.03(J), Notifications of removal from eligibility list, sent pursuant to above point; requests to extend eligibility lists, requests to share eligibility lists				
2016-10 (Supersedes 2015-20)	Exam administration materials, including: Examination Announcements, Administration manuals, Check-in and check-out logs, Completed statements of non-fraudulent behavior, Documents supporting identity of candidates (e.g., name change forms, marriage certificates, etc.), Candidate voluntary withdrawal forms	Retain paper copies for life of eligibility list;	Paper		
2016-11 (Supersedes 2015-21)	Exam administration materials (see 2016-07)	Retain 7 years from establishment of eligibility list	Electronic		
2016-12 (Supersedes 2015-22)	Exam development materials, including: Complete applicant/candidate lists, Test plans, Source material used as basis for test items, Previous exam materials reviewed/used, Individual item files and subtests, including reviewer comments, Pilot test materials, Final test materials, including audio/visual components, Study guides, Scoring keys, Cut score study documentation, Scoring outputs and test logs, Handscoring forms, Item- and test-level statistical analyses, Final technical validation report	Retain paper copies for life of eligibility list	Paper		
2016-13 (Supersedes 2015-23)	Exam development materials (see 2016-09)	Retain 7 years from establishment of eligibility list	Electronic		
2016-14 (Supersedes 2015-36)	Non-Bargaining Salary Schedules	Retain until superseded, replaced, obsolete, then destroy	Electronic		
2016-15 (Supersedes 2015-37)	Notifications to test applicants/candidates, including: Notifications of acceptance or rejection of applications based on minimum job requirements, Notifications of results of requests for reconsideration, Notifications of results of requests for reasonable accommodation for testing, Notifications of scheduled exam date, time, and location, Notification of results of requests for test rescheduling,	Retain 7 years from establishment of eligibility list	Electronic		



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page 5 of 5

(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 Requi red by OHS- LGRP
	Notifications of eligibility list establishment, Notifications of eligibility list removal, Notifications of results of requests for eligibility list restoration				
2016-16 (Supersedes 2015-45)	PRC Meeting Attendance Records	Retain until imaged	Paper		
2016-17 (Supersedes 2015-46)	PRC Meeting Agendas, Materials, and Attendance Records	Retain 7 years	Electronic		
2016-18	Requests for Test Rescheduling	Retain until imaged	Paper		
2016-19	Requests for Test Rescheduling	Retain 7 years	Electronic		
2016-20	Requests for Eligibility List Restoration	Retain until imaged	Paper		
2016-21	Requests for Eligibility List Restoration	Retain 7 years from establishment of eligibility list	Electronic		
2016-22	Comprehensive Position Questionnaire for Classification Plan Maintenance	Retain 7 years	Electronic		