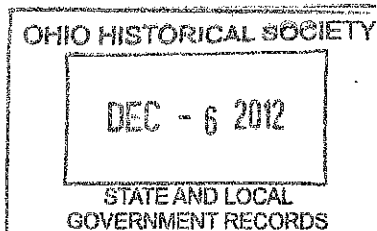




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

1/9/2013

Section A: Local Government Unit

Cuyahoga County Department of Public Works

Bridge Design

(local government entity)		(unit)	
<u>Brendan G. Flinn</u>	Brendan G. Flinn	Chief Section Engineer	November 30, 2012
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Cuyahoga County Records Commission

216-443-7250

Records Commission

(telephone number)

2905 Franklin Blvd.

Cleveland, Ohio

44113

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.

Justine G. Cimini, Acting Chair
Records Commission Chair Signature

12-5-12

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt. Records Archivist
Title

12/12/12
Date

Section D: Auditor of State

Martin E. Michaels
Signature

12-26-12

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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*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.*

Section E: Records Retention Schedule

Department of Public Works

Bridge Design

(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
2012-1	Bid Tabulations	Retain permanently	Paper		<input type="checkbox"/>
2012-2	Bid Tabulations	Retain permanently	Electronic		<input type="checkbox"/>
2012-3	Design Plan Review Sets	Retain 15 years after completion of project then destroy	Paper		<input type="checkbox"/>
2012-4	Design Manuals and Specifications	Retain until updated, then retain one (1) copy permanently	Paper		<input type="checkbox"/>
2012-5	Design Manuals and Specifications	Retain permanently	Electronic		<input type="checkbox"/>
2012-6	Employee Records Copies of time sheets, sign/in sign/out sheets, copies of leave forms Performance Evaluations	Retain 3 years, then destroy, provided audited. Retain until employee leaves department, then destroy	Paper		<input type="checkbox"/>
2012-7	Flood Insurance studies from FEMA	Retain one (1) copy permanently	Paper		<input checked="" type="checkbox"/>
2012-8	Half size (11" x 17") Record Plans for Completed Projects	Retain one (1) copy permanently	Paper		<input checked="" type="checkbox"/>
2012-9	Perpetual Agreements with utilities, railroads, municipalities and other agencies	Retain permanently	Paper		<input type="checkbox"/>
2012-10	Project Design Calculations, Hydraulic Analyses, Shop Drawings and Soils Reports	Retain one (1) copy permanently	Paper		<input checked="" type="checkbox"/>



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Section E: Records Retention Schedule

Department of Public Works

Bridge Design

(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
2012-11	Project Design Calculations, Hydraulic Analyses, Shop Drawings and Soils Reports	Retain permanently	Electronic		<input type="checkbox"/>
2012-12	Project File: including correspondence, review comments, disposition of comments, copies of legislation, utility correspondence, and reports from consultants.	Retain permanently	Paper		<input checked="" type="checkbox"/>
2012-13	Project File-same as above	Retain permanently	Electronic		<input type="checkbox"/>
2012-14	Record Plans for Completed Projects	Retain permanently	Paper		<input checked="" type="checkbox"/>
2012-15	Record Plans for Completed Projects	Retain permanently	Electronic		<input type="checkbox"/>
2012-16	Standard Construction Drawings	Retain until updated then retain one (1) copy permanently	Paper		<input checked="" type="checkbox"/>
2012-17	Standard Construction Drawings	Retain permanently	Electronic		<input type="checkbox"/>
2012-18	Structural Analyses of Existing Structures	Retain permanently	Paper		<input type="checkbox"/>
2012-19	Structural Analyses of Existing Structures	Retain permanently	Electronic		<input type="checkbox"/>
2012-20	Structure Inspection and Physical Condition Reports	Retain permanently	Paper		<input type="checkbox"/>



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Section E: Records Retention Schedule

Department of Public Works

Bridge Design

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(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
2012-21	Structure Inspection and Physical Condition Reports	Retain permanently	Electronic		<input type="checkbox"/>
2012-22	Technical Bulletins, Design Guides and References	Retain until updated then retain one (1) copy permanently	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
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