



State Archives of Ohio  
Local Government Records Program

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

OHIO HISTORICAL SOCIETY

DEC 19 2013

STATE AND LOCAL  
GOVERNMENT RECORDS

Page 2 of 5

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Department of Public Works

Construction

(local government entity)

Thomas P. Sotak

Chief Section Engineer - Construction

(unit)

(signature of responsible official)

(name)

(title)

(date)

12/19/13

### 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.

Judith W. Cohen, Acting Chair

12-5-13

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

Connie Conner

Asst. Records Archivist

1/3/14

Signature

Title

Date

### Section D: Auditor of State

Martin E. Muehl

1-28-14

Signature

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**

Cuyahoga County Department of Public Works

Construction

(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 ILRP?	(6) RC 3 Required by OHS ILRP?
2013-1	Amended Agreements – Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-2	As-Built Plans – Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-3	As-Built Plans – Field File	Retain Permanently	Microfilm		<input type="checkbox"/>
2013-4	Bid Guaranty – Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-5	Bond of Contractor (Performance and Payment)-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-6	C92 Forms-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-7	Certified Payroll-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-8	Consultant Records-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-9	Contractor Correspondence-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-10	Copies of Correspondence-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-11	Cuyahoga County Dept. of Public Works Supplemental Questionnaire – Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-12	Daily Diaries-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>





(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) RG-4 Required by OHS LGRP
2013-13	Dollar Bidding Capacity - Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-14	Estimates- Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-15	Final Quantities - Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-16	Force Account Records-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-17	Highway Construction Proposal Form- Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-18	Inspector Reports-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-19	Material Delivery Slips-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-20	Non-Collusion Affidavit - Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-21	Notice of Commencements/Furnishings- Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-22	Notice to Proceed-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-23	ODOT Certificate of Qualification - Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-24	Pre-Construction Meeting-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-25	Progress Schedules-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-26	Project Plans-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-27	Project Plans-Project File	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Authority Authority Authority	(6) RG 3 Required by OHS Title
2013-28	Quality Control Report-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-29	Required SBE Forms- Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-30	Testing Reports-Field File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-31	Testing Reports-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-32	Transmittals-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-33	Unit Price Contract-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
2013-34	Work Type Worksheet-Project File	Retain 9* years after project completion then destroy	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
	<p>*Please note that per ORC 2305.06 as amended on September 28, 2012, the following retention periods apply for Public Works-Construction related documents.</p> <p>1) Records for projects accepted as complete prior to September 28, 2012 shall be retained 15 years from the date of acceptance or until September 28, 2021 whichever date comes first.</p> <p>2) Records for projects accepted as complete on or after September 28, 2012 shall be retained 9 years from the date of acceptance.</p>				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>