

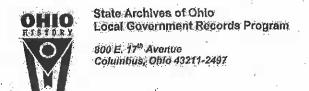
State Archives of Ohlo Local Government Records Program

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



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

Section A: Local Governm Department of Public Works		Construction		
A - 0				
(local poveringien) entity)	Thomas P. Sotak	(unit) Chief Section Engineer - Constructio	tion 1-2/19/13	
signature of responsible off	licial) (nam	e) (title)	(date)	
Section B: Records Comm	iission			
Cuyahoga County Records Commission		i gray is a	216) 443-7250	
Records Commission		(telephone nur	iber)	
905 Franklin Blvd.	Cleveland, Ohlo	44113	Cuyahoga	
address)	(city)	(zip code)	(county)	
			**	
hereby certify that our reco sted on this form and any c entes from being destroyed lisposed of which pertains t	ords commission met in an open continuation sheets. I further cer fransferced or otherwise dispo	tronically, include an email address: meeting, as required by Section 121.22 of that our commission will make every used of in violation of these schedules and action or request. This action is reflected	effort to prevent these recor I that no record will be know	
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Section E: Records Refention 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	(6)) Projuisedby Audlorofr Signoty offis (6)(2)	(g) (go):1 Roguijjei (gy/olss (logg)
2013-1	Amended Agreements – Project File	Retain 9* years after project completion then destroy	Paper		1 1
2013-2	As-Built Plans - Project File	Retain 9* years after project completion then destroy	Paper		
2013-3	As-Built Plans - Field File	Retain Permanently	Microfilm		
2013-4	Bid Guaranty - Project File	Retain 9* years after project completion then destroy	Paper	N.	
2013-5	Bond of Contractor (Performance and Payment)-Project File	Retain 9* years after project completion then destroy	Paper		
2013-6	C92 Forms-Project File	Retain 9" years after project completion then destroy	Paper		([])
2013-7	Certified Payroll-Project File	Retain 9* years after project completion then destroy	Paper		
2013-8	Consultant Records-Project File	Retain 9* years after project completion then destroy	Paper	and the second s	
2013-9	Contractor Correspondence-Project File	Retain 9* years after project completion then destroy	Paper	200	
2013-10	Coples of Correspondence-Field File	Retain 9* years after project completion then destroy	Paper		
2013-11	Cuyahoga County Dept. of Public Works. Supplemental Questionnaire — Project File	Retain 9" years after project completion then destroy	Paper		
2013-12	Daily Diarles-Field File	Retain 9* years after project completion then destroy	Paper		The Co





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(1) Schedule Number	Record Title and Description	(3) Retention Period	(4) Media Type	ि ्री(स) सिन्दाहर्गिक्ष् Auditokof सिन्दाहरू पिट्टास्ट्री	(6) 13(6) % Remit (2) 40 / 9 16 13(6) RE
2013-13	Dollar Bidding Capacity - Project File	Retain 9" years after project completion then destroy	Paper		7[3]
2013-14	Estimates- Field File	Retain 9* years after project completion then destroy	Paper	2.2	
2013-15	Final Quantities - Project File	Retain 9* years after project completion then destroy	Paper		
2013-16	Force Account Records-Field File	Retain 9* years after project completion then destroy	Paper		(1)
2013-17	Highway Construction Proposal Form- Project File:	Retain 9* years after project completion then destroy	Paper		
2013-18	Inspector Reports-Project File	Retain 9" years after project completion then destroy	Paper		
2013-19	Material Delivery Slips-Fleld File	Retain 9* years after project completion then destroy	Paper		
2013-20	Non-Gollusion Affidavit – Project File	Retain 9* years after project completion then destroy	Paper		
2013-21	Notice of Commencements/Furnishings- Project File	Retain 9* years after project completion then destroy	Paper		
2013-22	Notice to Proceed-Project File	Retain 9* years after project completion then destroy	Paper		
2013-23	ODOT Certificate of Qualification — Project File	Retain 9* years after project completion then destroy	Paper		
2013-24	Pre-Construction Meeting-Project File	Retain 9* years after project completion then destroy	Paper		
2013-25	Progress Schedules-Project File	Retain 9" years after project completion then destroy	Paper		
2013-26	Project Plans-Field File	Retain 9* years after project completion then destroy	Paper		
2013-27	Project Plans-Project File	Retain Permanently	Microfilm	1 2 mm	113



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	((२)) १७७७मा व्यक्तिप्र १८५०मा १५१५मा व्यक्ति	((3)) (1,40,6) (1,40,6) (1,40,6) (1,40,6) (1,6) (1,6) (1,6)
2013-28	Quality Control Report-Field File	Retain 9* years after project completion then destroy	Paper		
2013-29	Required SBE Forms- Project File	Retain 9* years after project completion then destroy	Paper		
2013-30	Testing Reports-Field File	Retain 9* years after project completion then destroy	Paper		
2013-31	Testing Reports-Project File	Retain 9* years after project completion then destroy	Paper		
2013-32	Transmittals-Project File	Retain 9* years after project completion then destroy	Paper		i i i
2013-33	Unit Price Contract-Project File	Retain 9* years after project completion then destroy	Paper		11
2013-34	Work Type Worksheet-Project File	Retain 9* years after project completion then destroy	Paper		
	amended on September 28, 2012, the following retention periods apply for Public Works-Construction related documents.				
	<i>,</i>			Ell	
	2) Records for projects accepted as complete on or after September 28, 2012 shall be retained 9 years from the date of acceptance.				
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