



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

Page 1 of 3

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Cuyahoga County-Public Works

Archives

(local government entry)

(unit)

Judith G. Cetina

Judith G. Cetina, Ph.D.

Archivist

June 1, 2016

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County

Records Commission

(216-443-7250

(telephone number)

2905 Franklin Blvd.

Cleveland, OH

44118

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 G. Cetina, Ph.D. Acting Chair

6-1-2016

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda D. Rindler

Signature

Local Government Records Archivist

Title

6/8/16

Date

Section D: Auditor of State

Martin E. Mueh

Signature

Records Manager

Title

6-21-16

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 (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County**

(local government entity)

Public Works-Archives

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2016-1	Accessions Log	Retain Permanently	Paper/ Electronic		<input checked="" type="checkbox"/>
2016-2	Accessions Documents (includes record pick up orders, work orders, etc.)	Retain Permanently	Paper/ Electronic		<input type="checkbox"/>
2016-3	Budget Preparation Documents (Working Papers)	Retain two years, then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-4	Card Catalog to Microfilm Holdings	Retain Permanently	Paper		<input checked="" type="checkbox"/>
2016-5	Correspondence (per RC-2-County Executive, 2012-1, approved 8-15-2012)	Retain one year, then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-6	Costing Sheets (Office Copies; originals sent to Public Works)	Retain one year, then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-7	Cost Bills	Retain until payment is received.	Paper		<input type="checkbox"/>
2016-8	Daily Sign In and Out Sheets	Retain one year, then destroy	Paper		<input type="checkbox"/>
2016-9	Delivery Slips/Packing Slips	Retain until no longer of administrative value	Paper		<input type="checkbox"/>
2016-10	Desk/Appointment Calendars	Retain three months after the end of the calendar year	Paper		<input type="checkbox"/>
2016-11	Disaster Plans	Retain until updated or superseded	Paper/ Electronic		<input type="checkbox"/>
2016-12	Employee Evaluations-Office Copies Originals sent to Human Resources	Retain three years then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-13	Employment Applications/Resumes- Unsuccessful-Not Hired	Retain six years, then destroy	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Cuyahoga County

(local government entity)

Public Works-Archives

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or	(6) RC-3 Required by
				Audited by the Auditor of State and the Auditor General of the State of Ohio	RC-3 Required by the Auditor of State and the Auditor General of the State of Ohio
2016-14	Financial Records (includes Invoices, Pay-Ins, Purchase Orders, Requisitions, Revenue Receipts, Vouchers)	Retain three years provided audited	Paper/ Electronic		<input type="checkbox"/>
2016-15	Finding Aids (Indexes, Series Descriptions)	Retain Permanently	Paper/ Electronic	Audit report has been released pursuant to Sec. 117.26 O.R.C.	<input checked="" type="checkbox"/>
2016-16	Loan Forms/Loan Agreements	Retain until record is returned and then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-17	Mail (Unsolicited) or communications sent from other agencies, outside institutions, commercial entities or individuals for informational purposes	Retain until no longer of administrative value, then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-18	Phone and Mail Request Logs	Retain Permanently	Paper/ Electronic		<input type="checkbox"/>
2016-19	Professional Association Records (Archival, Records Management, Preservation)	Retain until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2016-20	Record Retention and Disposition Documents	Retain Permanently	Paper/ Electronic		<input type="checkbox"/>
2016-21	Research Records (Notes, copies of pages or entries from books, websites, indexes or inventories gathered in response to research requests.	Until no longer of administrative, fiscal or legal value	Paper/ Electronic		<input type="checkbox"/>
2016-22	Service Requests (Communications requesting assistance from Information Technology	Until no longer of administrative value			<input type="checkbox"/>
2016-23	Shelf List	Retain until revised or superseded	Paper/ Electronic		<input type="checkbox"/>
2016-24	Specifications	Retain until superseded then destroy	Paper/ Electronic		<input type="checkbox"/>
2016-25	Transient correspondence (Per RC-2 County Executive, 2012-2, approved 8-15-2012) Includes text messages, instant messages, voicemail, telephone messages, or drafts of documents	Retain until no longer administratively useful	Paper/ Electronic		<input type="checkbox"/>

NOTES

Records omitted from the RC-2 for the Archives, dated 12-3-1997

97-2 Accessions Slips subsumed under Accessions Documents, 2016-2.

97-3 Agendas (Compiled weekly by the Clerk of the Board) There is no longer
A Clerk of the Board under the new form of County Government.

97-5 Unsuccessful bids. Not germane to work of Archives

97-8, See 2016-5 Correspondence

9 & 10

97-13, See 2016-14 Financial Records

17, 18, 20

& 26

97-19 **Resolutions** Reference is to records under the aegis of the Clerk of
Of the Board; an office no obsolete.

97-24 Time Sheets. Time records are now created electronically under **MyHR**