



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

DEPARTMENT OF PUBLIC WORKS

FLEET SERVICES

(Local government entity)

(unit)

John Pinter

Supervisor of Fleet Services

10/21/13

(Signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

CUYAHOGA COUNTY RECORDS COMMISSION

C/O JUDY CETINA, SENIOR RECORDS MANAGEMENT ADMINISTRATOR

216/443-7250

Records Commission

(telephone number)

2905 Franklin Boulevard

Cleveland

44113

Cuyahoga

(Address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: [jcetina@cuyahogacounty.us](mailto:jcetina@cuyahogacounty.us)

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 H. Cetina, Acting Chair

12-5-2013

Records Commission Chair Signature

Date

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

Cornie Cornier

Govt Records Archivist

12/20/13

Signature

Title

Date

### Section D: Auditor of State

Martin S. Murr

1-15-14

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

DEPARTMENT OF PUBLIC WORKS

FLEET SERVICES

(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 QHS- LGRP	(6) RC-3 Required by QHS- LGRP
2013-1	Accident Files – Dept. internal copies only, original copies to be kept with Protective services(supersedes 96-1)	Retain 2 yrs, Then destroy	Paper	<input type="checkbox"/>	<input type="checkbox"/>
2013-2	Contracts & Amendments (convenience copy, originals held by OPD) (Supersedes 96-5)	Retain till expiration, then destroy	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-3	Correspondence – General	Retain 1 yr then destroy	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-4	Correspondence – Transient	Retain until no longer of administrative value, then destroy per RC- 2 for Cuyahoga County approved 8/2012	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-5	Gasoline Mileage Monthly Report (Chargebacks) (Supersedes 96-10)	Retain 5 years, then destroy	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-6	Inventories (Annual) (convenience copies originals held by fiscal)(Supersedes 96-13)	Retain 2 fiscal yrs, then destroy	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-7	Invoices – Paid (convenience copies – originals held by fiscal) (Supersedes 96-14)	Retain 2 yrs, then destroy	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-8	Listing of all County-owned Vehicles (make, Year, Serial Number, License Plate Number, etc) (Supersedes 96-15)	Retain until superseded, then destroy	Electronic	<input type="checkbox"/>	<input type="checkbox"/>
2013-9	Monthly Mileage Reports – Motor Vehicles, Fleet (Supersedes 96-17)	Retain 5 years, then destroy	Electronic	<input type="checkbox"/>	<input type="checkbox"/>



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2013-10	Payroll information for budget (name,class,rate,timesheets) (supersedes 96-21)	Retain 2 years, then destroy	Paper		<input type="checkbox"/>
2013-11	Payroll Time Sheets – Engineers (Office copy – originals held by Fiscal Office)	Retain 2 yrs, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-12	Preventative Maintenance Forms/Repair orders for Fleet	Retain 3 yrs, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-13	Purchase Orders (convenience copies – originals held by Fiscal) (Supersedes 96-26)	Retain 2 fiscal yrs, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-14	Registrations (for Vehicles) (Supersedes 96-28)	Retain until superseded, then destroy	Paper		<input type="checkbox"/>
2013-15	Requisitions (convenience copies – originals held by Fiscal) (Supersedes 96-29)	Retain 2 fiscal yrs, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-16	Titles (Vehicles) (Supersedes 96-32)	Retain until vehicle is sold or otherwise disposed of, then transfer according to state law	Paper		<input type="checkbox"/>