



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



Page ____ of ____

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

Section A: Local Government Unit

Public Works

Health and Safety

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County Records Commission

(216) 443-7250

(telephone number)

2805 Franklin Blvd.
(address)

Cleveland, OH
(city)

44113
(zip code)

Cuyahoga
(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 B. Coleman, Acting Chair
Records Commission Chair Signature

12-19-2012
Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Spit Records Archived
Title

1/10/13
Date

Section D: Auditor of State

Martin E. Mohr
Signature

1-22-13
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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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Start Typing On this Line

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For display Approval of State of OHSHC/CRP
2012-1	Building Inspections - Reports of Fire and Safety Inspections	Retain Permanently	Paper	
2012-2	Building Records - Incident Reports, Safety Classes, Permits, Correspondence, Certificates of Occupancy	Retain Permanently	Paper	
2012-3	Testing Records - Fire Alarm, Sprinkler System, Hood Suppression Systems, Standpipe System, Fire Extinguishers	Retain Permanently	Paper	
2012-4	F.M. Global Records - Insurance Company for Cuyahoga County They inspect the County Building Property Insurance Carrier Records- Building engineering reports/records	Retain Permanently	Paper & Electronic	
2012-5	Public Works – Safety Classes	One Year	Paper & Electronic	