



Page ___ of ___

RECORDS RETENTION SCHEDULE (RC-2)

See Instructions before completing this form.

Duyahoga County Department of Public V	Vorke	Highway Design
Juyan logia County Department of Fubic V	ADINO.	
(local government entity)	Brian S. Driscoll, I	(Unit) LE. Chief Section Engineer June 5, 2013
signature of responsible official)	(name)	(litie) (date)
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Section B: Records Commission		and the second stages with the court to prove
luyahoga County Records Commission		216-443-7250
Records Commission		(telephone number)
905 Franklin Blvd.	Cleveland, OH	44113 Crivahora
address)	(city).	(zip code) (county)
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Section E: Records Retention Schedule

Cuyahoga County Department of Public Works

Highway Design

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

(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-LGAP	(6) AC-3 Required by OHS- LGRP
2013-1	Bid Tabulations	Retain Permanently	Paper		
2013-2	Bid Tabulations	Retain Permanentiy	Electronic		Ó
2013-3	Design Plan Review Sets	Retain 15 years after completion of project then destroy	Paper		Œ
2013-4	Design Manuals and Specifications	Retain until updated, then retain one (1) copy permanently	Paper		
2013-5	Design Manuals and Specifications	Retain Permanently	Electronic	History 47 (file	
2013-6	Employee Records: Copies of time Sheets, Sign In/Sign Out Sheets, Copies of Leave Forms	Retain three (3) years then destroy, provided audited	Paper	ms some 2 ty	
	Copies of Performance Evaluations Original Permanent Employee Records are maintained by the Human Resources Department.	Retain until employee leaves Department then destroy			
2013-7	Flood Insurance Studies from FEMA	Retain One (1) copy permanently	Paper		
2013-8	Half Size (11" X 17") Record Plans for completed projects	Retain One (1) copy permanently	Paper	:::	
2013-9	Perpetual Agreements with utilities, railroads, municipalities and other agencies	Retain permanently	Paper		
2013-10	Project Design Calculations, Hydraulic Analysis, Shop Drawings and Soils Reports	Retain One (1) copy permanently	Paper		LIJ/



Section E: Records Retention Schedule

Cuyahoga County Department of Public Wor	Cuvahoga	County	Department	of F	Public	Work
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Highway Design

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LIGAP	(6) RC(3) Required by OHS- LGRP
2013-11	Project Design Calculations, Hydraulic Analysis, Shop Drawings and Soils Reports	Retain Permanently	Electronic	9.16	L.
2013-12	Project File: including correspondence, review comments, disposition of comments, copies of legislation, utility correspondence and reports from consultants.	Retain Permanently	Paper	Tall (1)	
2013-13	Project File: including correspondence, review comments, disposition of comments, copies of legislation, utility correspondence and reports from consultants.	Retain Permanently	Electronic	Calvan April 1985 April 1985	
2013-14	Record Plans for completed projects	Retain Permanently	Paper		8
2013-15	Record Plans for completed projects	Retain Permanently	Electronic	para singlephi	
2013-16	Standard Construction Drawings	Retain until updated then retain one (1) copy Permanently	Paper	Para Anglia Anglia Anglia	• p © ∕
2013-17	Standard Construction Drawings	Retain Permanently	Electronic		Ċ
2013-18	Technical Bulletins, Design Guides and References	Retain until updated then retain one (1) copy Permanently	Paper		2 1-12-52 1-2-20-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1