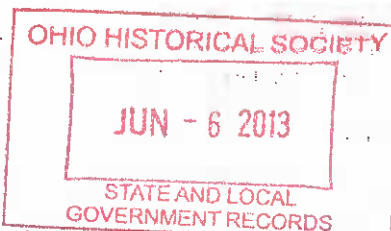




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County Department of Public Works

Highway Design

(local government entity)

(unit)

Brian S. Driscoll
(signature of responsible official)

Brian S. Driscoll, P.E.

Chief Section Engineer

June 5, 2013

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County Records Commission

216-443-7260

Records Commission

(telephone number)

2905 Franklin Blvd.

Cleveland, OH

44113

Cuyahoga

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: *j.cetina@cuyahoga-county.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 G. Cetina, Acting Chair

June 5, 2013

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Connor
Signature

Spot Records Archivist
Title

6/14/13
Date

Section D: Auditor of State

Martin E. Mitchell
Signature

6-25-13
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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Section E: Records Retention Schedule

Cuyahoga County Department of Public Works

Highway Design

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



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Section E: Records Retention Schedule

Cuyahoga County Department of Public Works

Highway Design

(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-LGRP	(6) RC-3 Required by OHS- LGRP
2013-11	Project Design Calculations, Hydraulic Analysis, Shop Drawings and Soils Reports	Retain Permanently	Electronic		<input type="checkbox"/>
2013-12	Project File: including correspondence, review comments, disposition of comments, copies of legislation, utility correspondence and reports from consultants.	Retain Permanently	Paper		<input checked="" type="checkbox"/>
2013-13	Project File: including correspondence, review comments, disposition of comments, copies of legislation, utility correspondence and reports from consultants.	Retain Permanently	Electronic		<input type="checkbox"/>
2013-14	Record Plans for completed projects	Retain Permanently	Paper		<input checked="" type="checkbox"/>
2013-15	Record Plans for completed projects	Retain Permanently	Electronic		<input type="checkbox"/>
2013-16	Standard Construction Drawings	Retain until updated then retain one (1) copy Permanently	Paper		<input checked="" type="checkbox"/>
2013-17	Standard Construction Drawings	Retain Permanently	Electronic		<input type="checkbox"/>
2013-18	Technical Bulletins, Design Guides and References	Retain until updated then retain one (1) copy Permanently	Paper		<input type="checkbox"/>