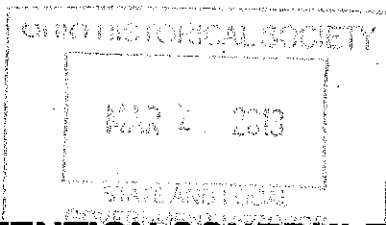




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



Page 1 of 3

RECEIVED
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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
(local government entity)

SURVEY DEPARTMENT
(unit)

Thomas M. Snezek
(signature of responsible official)

THOMAS M. SNEZEK
(name)

CHIEF SURVEYOR
(title)

AUGUST 15TH 2012
(date)

Section B: Records Commission

Records Commission

(telephone number)

2905 FRANKLIN BLVD., N.W.
(address)

CLEVELAND
(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. Cetera, Acting Chair

12-19-2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Cornie Conner
Signature

Govt Records Archivist
Title

4/12/13
Date

Section D: Auditor of State

Martin E. McBride
Signature

4-19-13
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

Department of Public Works

Survey Department

(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
2012-1	Annexation Records	Retain Permanently	Mylar/Linen		<input checked="" type="checkbox"/>
2012-2	County Leases (Legal Descriptions and Exhibits)	Retain Permanently	Paper and Linen		<input type="checkbox"/>
2012-3	County Property Records, Signed Originals (Deeds, Easements and Resolutions)	Retain Permanently	Paper		<input checked="" type="checkbox"/>
2012-4	County Property Records (Maps and Exhibits)	Retain Permanently	Mylar and Linen		<input checked="" type="checkbox"/>
2012-5	Correspondence	Retain 7 years after completion of project	Paper		<input type="checkbox"/>
2012-6	Geodetic Records	Retain until superseded, then destroy	Paper		<input checked="" type="checkbox"/>
2012-7	Oil & Gas Well-Engineer's Reports	Retain Permanently	Paper		<input checked="" type="checkbox"/>
2012-8	Permits, Licenses, and Support Documents	Retain Permanently	Paper		<input checked="" type="checkbox"/>
2012-9	Plat and Subdivision Plans	Retain Permanently	Mylar/Linen and Microfiche		<input checked="" type="checkbox"/>
2012-10	Record Roll Maps (M-Series)	Retain Permanently	Mylar/Linen and Microfiche		<input checked="" type="checkbox"/>
2012-11	Right of Way Plans	Retain Permanently	Mylar/Linen and Microfiche		<input checked="" type="checkbox"/>
2012-12	Road Certification Records	Retain Permanently	Paper		<input checked="" type="checkbox"/>



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Section E: Records Retention Schedule

Department of Public Works

Survey Department

(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
2012-13	Sanitary Plans and As-Builts	Retain Permanently	Paper Mylar/Linen		<input checked="" type="checkbox"/>
2012-14	Township Plat Records	Retain Permanently	Mylar/Linen and Microfiche		<input checked="" type="checkbox"/>
2012-15	Vacation/Dedication Plats	Retain Permanently	Mylar/Linen and Microfiche		<input checked="" type="checkbox"/>
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R E S O L U T I O N

Granting request of the Department of Public Works-Survey Department to promulgate the schedule of records retention and disposition.

WHEREAS, the Records Commission of Cuyahoga County, Ohio, met this 19th day of December 2012, to consider a request by the Department of Public Works-Survey Department to promulgate the schedule of records retention and disposition.

WHEREAS, the Records Commission of Cuyahoga County, Ohio, upon proper and sufficient consideration, determines that the resolution ought to be approved;

NOW, THEREFORE, BE IT RESOLVED, by the Records Commission of Cuyahoga County, Ohio that the request of the Department of Public Works-Survey Department to promulgate the schedule of records retention and disposition be, and the same is, hereby granted.

BE IT FURTHER RESOLVED that the Secretary of the Records Commission, be, and is, hereby instructed to transmit copies of this resolution to the members of the Records Commission and to the Clerk of County Council. On the motion of Ms. Schmotzer, seconded by Mr. Ciesla, the foregoing resolution was duly adopted.

AYES: Cetina, Ciesla, Dolan, Lavin and Schmotzer
NAYS: None

Resolution Adopted

Judith G. Cetina

Judith G. Cetina, Ph.D.
Acting Chairman and Secretary
Cuyahoga County Records Commission