



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County Department of Public Works

Environmental

(local government entity)

Jamal H. Husani

(unit)

Chief Section Engineer-Trans./Traffic

December 5, 2013

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County Records Commission

216-443-7250

Records Commission

(telephone number)

2905 Franklin Blvd.

Cleveland, Ohio

44113

Cuyahoga

(address)

(city)

(zip code)

(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 A. Cetera Acting Chair

12-5-2013

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Govt. Records Archivist

12/31/13

Signature

Title

Date

Section D: Auditor of State

Martin E. Miller

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.



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Section E: Records Retention Schedule

Department of Public Works

Environmental

(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	Army Corps 404 Permits – permit applications for construction activities that occur in the Nation's waters, including wetlands as required by the Project Development Process (PDP)	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-2	Asbestos Reports – report determining the presence, amount, location and condition of asbestos containing materials as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-3	Categorical Exclusion – one of the "classes of action" of the National Environmental Policy Act (NEPA) which determines compliance with NEPA as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-4	Cultural Resource Reports – report that details the impact of transportation projects on Ohio's cultural resources including field investigations of historical architectural and archaeological evaluation as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-5	Ecological Studies – report that identifies waterways, wetlands, endangered species habitat and other sensitive ecological resources impacted by a transportation project as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-6	Environmental Correspondence – letters and memos between government agencies regarding environmental studies and requirements for transportation projects as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-7	EPA Reports – reports and permits required by the Ohio EPA related to storm water quality and quantity for transportation projects as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>
2012-8	Hazardous Materials Studies – environmental studies related to hazardous materials that address issues of liability and materials management which affect transportation projects as required by the PDP	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>



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2012-9	Historical Coordination Reports – reports and correspondence with the State Historic Preservation Office regarding potential impacts to historical sites within the transportation project area as required by PDP.	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input type="checkbox"/>
2012-10	Noise Studies – study that includes field measurements, analysis and abatement of noise impacts caused by a transportation project as required by the PDP.	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input type="checkbox"/>
2012-11	ODOT Environmental Letters – correspondence between government agencies related to comments and approvals for environmental coordination as required by the PDP.	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input type="checkbox"/>
2012-12	Public Meeting Documents – advertising, exhibits, public comments and responses to comments related to public meetings held for transportation projects as required by the PDP.	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input type="checkbox"/>
2012-13	Traffic Counts – average daily vehicle and truck traffic counts performed which are used in the design of a transportation project as required by the PDP.	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input type="checkbox"/>
2012-14	Wetland Reports – reports that identify the existence of wetlands within a project's limits and describes the impact and required mitigation as required by the PDP.	Retain 15 years after job constructed then destroy	Paper and/or Electronic		<input checked="" type="checkbox"/>

The records on this RC-2 (transportation and environmental) are also maintained on a permanent basis by ODOT.