



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION Page 1 of 1

APR 13 2017

STATE AND LOCAL  
GOVERNMENT RECORDS  
**RECORDS RETENTION SCHEDULE (RC-2)- Part 1**

**Section A: Local Government Unit**

Cuyahoga County Solid Waste Management District

(local government entity)

(unit)

*Diane T. Bickett*

Diane T. Bickett

Executive Director

4/11/17

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

Records Commission

216-443-7250

(telephone number)

2905 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.

*Julian D. Litani, Ph.D., Acting Chair*  
Records Commission Chair Signature

Date

4-10-2017

**Section C: Ohio History Connection - State Archives**

*Amanda D. Rindke*  
Signature

Local Government Records Archivist

Title

4/24/17  
Date

**Section D: Auditor of State**

*Martin E. Moore*  
Signature

Title

5-5-17  
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

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
<b>ADM – ADMINISTRATIVE – FISCAL – GENERAL RECORDS</b>					
ADM-1	Agreements / Contracts	8 years after expiration; appraise for administrative value	Paper and Electronic		<input type="checkbox"/>
ADM-2	Annual Budgets - Internal	Retain 1 copy permanently	Paper and/or Electronic		<input type="checkbox"/>
ADM-3	Annual Budget Preparation Documents	2 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-4	Annual Equipment Inventory	5 years	Electronic		<input type="checkbox"/>
ADM-5	Annual Reports – District published	Retain 1 copy permanently	Paper		<input checked="" type="checkbox"/>
ADM-6	Appointment Calendars	3 years	Paper, if used		<input type="checkbox"/>
ADM-7	Bidding Documentation				
	A) Informal bids and quotes	3 years, attach to purchase documentation	Paper		<input type="checkbox"/>
	B) Bid Forms – Requests for Bids, Proposals and Qualifications; bid tally sheets and evaluations	5 years. Appraise for administrative value	Paper and Electronic		<input type="checkbox"/>
	C) Vendor Proposals and Bids – unsuccessful	3 years after letting of contract	Paper		<input type="checkbox"/>
	D) Vendor Proposals and Bids – successful	Incorporate into contract	Paper and/or Electronic		<input type="checkbox"/>
ADM-8	Correspondence / Communications				<input type="checkbox"/>
	(A) General – includes internal and external correspondence, the content of which is informative and does not reflect any other type of record	1 year	Paper and/or Electronic		
	(B) Routine/Transitory - including internal and external text messages, voicemail, informal notes, and document drafts	Until no longer of administrative value	Paper and/or Electronic		
	(C) Unsolicited Correspondence – such as sales materials, publications, solicitations, newsletters	Delete at will	Paper and/or Electronic		<input type="checkbox"/>
ADM-9	Directories - Mailing Lists - Rosters	Until superseded, obsolete, or replaced	Paper and/or Electronic		<input type="checkbox"/>

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ADM-10	Employee Expense Reports - Internal	3 years	Paper		<input type="checkbox"/>
ADM-11	Equipment Leases	5 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
ADM-12	Equipment and Vehicle Maintenance Records	Life of the equipment	Paper		<input type="checkbox"/>
ADM-13	Financial Records - Internal	3 years	Paper		<input type="checkbox"/>
	A) Accounts receivable and accounts payable, invoices, receipts, vouchers, FAMIS reports	3 years	Paper		<input type="checkbox"/>
	B) Appropriation adjustments and transfers	3 years	Paper		<input type="checkbox"/>
	C) Monthly financial statements	3 years	Paper and Electronic		<input type="checkbox"/>
	D) Pay-ins to treasury	3 years	Paper		<input type="checkbox"/>
	E) Petty cash records	3 years	Paper		<input type="checkbox"/>
	F) Purchase orders/ requisitions	3 years	Paper		<input type="checkbox"/>
	G) Receipts – compost supplies sales	3 years	Paper		<input type="checkbox"/>
ADM-14	Facility/Office Plans and Drawings	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM-15	Generation Fee Reports Internal log of fee revenues and disposal tonnages	Retain 1 copy permanently	Paper and/or Electronic		<input type="checkbox"/>
ADM-16	Grants – District as applicant	2 years	Electronic		<input type="checkbox"/>
	A) Applications - unsuccessful	2 years	Electronic		<input type="checkbox"/>
	B) Applications- successful Application, reports, financial documentation	Maintain as required by grant or 7 years	Paper and Electronic		<input type="checkbox"/>
ADM-17	Legal Notices	5 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-18	Legal Opinions	15 years; appraise for administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM-19	Litigation Records	5 years after case closed and appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>

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ADM-20	Mail - Unsolicited	Until no longer of administrative value	Paper		<input type="checkbox"/>
ADM-21	Manuals – Handbooks - Procedures	Until superseded, obsolete, or replaced	Paper and/or Electronic		<input type="checkbox"/>
ADM-22	Memberships – Professional Associations Records of staff involvement with associations	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM-23	Phone Call Records Staff logs of calls received	2 years	Paper		
ADM-24	Photos, Videos Documenting staff activities	Until no longer of administrative value	Mixed Media		<input type="checkbox"/>
ADM-25	Publications / Reference Materials Trade magazines, fact sheets, guidance documents and manuals used by staff	Until superseded, obsolete or no longer of administrative value	Paper		<input type="checkbox"/>
ADM-26	Public Records Requests	2 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-27	Records Retention and Disposition Forms	Permanent	Paper		<input type="checkbox"/>
<b>BD – BOARD OF DIRECTORS</b>					
BD-1	Board Meetings Agendas, meeting minutes, board packets	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>
BD-2	Board Memorandums / Correspondence	15 years; appraise for administrative value	Paper and/or Electronic		<input type="checkbox"/>
BD-3	Board Resolutions	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
BD-4	Compensation Policies	Until superseded, obsolete, or replaced	Paper and Electronic		<input type="checkbox"/>
BD-5	District By-Laws	Until superseded, obsolete, or replaced	Paper and Electronic		<input type="checkbox"/>
BD-6	Recordings of Board of Directors Meetings	Retain 1 year	Electronic		<input type="checkbox"/>
<b>HR - HUMAN RESOURCES</b>					
HR-1	Accident – Injury Reports	6 years providing no action pending	Paper		<input type="checkbox"/>
HR-2	Applications / Resumes - successful	Place in employee's personnel file	Paper		<input type="checkbox"/>
HR-3	Applications / Resumes - unsuccessful	6 years	Paper and/or Electronic		<input type="checkbox"/>



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Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HR-4	Continuing Education Certifications	Place in personnel file	Paper		<input type="checkbox"/>
HR-5	Employee ID's	Turn in upon resignation, termination or replaced	Paper		<input type="checkbox"/>
HR-6	Employee Evaluations	Place in personnel file	Paper		<input type="checkbox"/>
HR-7	Employee Payroll and Benefits Files – District maintains convenience copies of attendance records and sign in sheets. Originals of records pertaining to benefits, payroll and PERS are maintained by County's HR department.	5 years after employee terminates	Paper and/or Electronic		<input type="checkbox"/>
HR-8	Employee Personnel Files / Records Examples include applications, certifications, evaluations, promotion documentation, references, recognitions, personnel action forms.	5 years after employee terminates	Paper		<input type="checkbox"/>
HR-9	Job Descriptions	Until superseded	Paper and Electronic		<input type="checkbox"/>
HR-10	Job Postings	Until no longer of administrative value	Paper and/or electronic		<input type="checkbox"/>
HR-11	Notices to Employees – Bulletins and Posters	Until superseded	Paper		<input type="checkbox"/>
HR-12	Personnel Policies and Procedures Manual	Until superseded	Paper and Electronic		<input type="checkbox"/>
HR-13	Table Of Organization	Until superseded	Paper and Electronic		<input type="checkbox"/>
HR-14	Workers' Compensation Claims	10 years after last activity	Paper		<input type="checkbox"/>
<b>SW – SOLID WASTE DISTRICT PROGRAMS</b>					
SW-1	Advertisements Paid ads used to promote District services	5 years. Appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
SW-2	Annual Contracts and Practices Spreadsheet Used to track municipal contracts data	15 years	Paper and Electronic		<input type="checkbox"/>
SW-3	Collection Event Data Used to document District recycling collections	10 years	Paper and/or Electronic		<input type="checkbox"/>
SW-4	District Issued Grants – CRAG and RCG Applications, reports and expense documents	5 Years	Paper		<input type="checkbox"/>
SW-5	Emergency Management Plans	Until superseded	Paper and/or Electronic		<input type="checkbox"/>

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SW-6	Educational Materials - Materials created and used by staff includes Master Recycler course materials	Until superseded, obsolete or no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
SW-7	Health Department Reports Quarterly Reports, annual surveys, etc.	15 years	Paper and/or Electronic		<input type="checkbox"/>
SW-8	Landfill Disposal Reports Annual Internal log of disposal tonnages	Retain 1 copy permanently	Paper and/or Electronic		<input type="checkbox"/>
SW-9	Legislative Records Legislative reviews, comments, analyses, etc.	Current plus 15 years	Paper and/or Electronic		<input type="checkbox"/>
SW-10	Ohio EPA Annual District Reports	15 years; appraise for administrative value	Paper and/or Electronic		<input type="checkbox"/>
SW-11	Ohio EPA Guidance Documents	Until superseded, obsolete or no longer of administrative value.	Paper and/or electronic		<input type="checkbox"/>
SW-12	Ohio EPA Quarterly Fee Reports	15 years; appraise for administrative value	Paper and/or Electronic		<input type="checkbox"/>
SW-13	Program Files and Tracking Sheets Document District programs and performance	10 years or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
SW-14	Master Recycler Volunteer Records				
	A) Background Checks	10 years	Paper		<input type="checkbox"/>
	B) Volunteer hour records	3 years	Electronic		<input type="checkbox"/>
SW-15	Municipal Waste Contracts and Bid Documents Includes consortium documents	15 Years	Paper and/or Electronic		<input type="checkbox"/>
SW-16	Municipal Program Records Copies of brochures, news clippings, etc. that document municipal waste and recycling services	15 years; appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
SW-17	News Clippings – District related	10 years; appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
SW-18	Outreach Records – Media Press releases, social media posts, etc.	5 years. Appraise for administrative value	Paper and/or Electronic		<input type="checkbox"/>
SW-19	Maps	Until superseded or obsolete. Retain one copy	Paper		<input checked="" type="checkbox"/>
SW-20	Policy Committee Meetings- Agendas, minutes and reports	10 years	Paper and/or Electronic		<input type="checkbox"/>
SW-21	Publications / Brochures - created by the District	Until superseded or obsolete. Retain one copy	Paper and Electronic		<input type="checkbox"/>

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SW-22	Solid Waste Data Includes survey data, waste flow data, etc.	15 years. Appraise for administrative value	Paper and/or Electronic		<input type="checkbox"/>
SW-23	Research Files Industry information, best practices, legislative information, programs, etc.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
SW-24	Speeches / PowerPoint Presentations	Until no longer of administrative value	Electronic		<input type="checkbox"/>
SW-25	Solid Waste Plan and Plan Updates Ratified and Approved by Ohio EPA	Retain 1 copy permanently	Paper and Electronic		<input type="checkbox"/>
SW-26	Solid Waste Plan Drafts and Working Files	Retain until Plan is ratified and approved by Ohio EPA	Paper and/or Electronic		<input type="checkbox"/>
SW-27	Solid Waste Facility Information	15 Years. Appraise for historical value	Paper		<input checked="" type="checkbox"/>