



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OCT 07 2020

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

## Section A: Local Government Unit

Cuyahoga County, Ohio

Department of Information Technology

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

Andy Molis

(Name)

Director

(Title)

12-9-18

(Date)

## Section B: Records Commission

Cuyahoga County Records Commission

216-443-7262

(Telephone Number)

3951 Perkins Avenue

Cleveland

44114

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

[jcelina@cuyahogacounty.us](mailto:jcelina@cuyahogacounty.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 H. Celina* Acting Chair 10-6-2020  
 Records Commission Chair Signature Date

## Section C: Ohio History Connection - State Archives

*Amanda Bender* Local Government Records Archivist 10/26/2020  
 Signature Title Date

## Section D: Auditor of State

Martin E. Meeks  
Digitally signed by Martin E. Meeks  
 Date: 2020.10.29 16:15:19 -04'00'

Records Manager

Signature

Title

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

SAO-/LGRP- RC-2 (Part 1 &amp; 2), Revised January 2017

**Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2***See instructions before completing this form.*

Cuyahoga County, Ohio

(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 LGRP	(6) RC-3 Required by LGRP
2020-001	<b>Correspondence</b> - All messages sent and received by a public official or employee on a County-controlled e-mail system.	Retain for 2 years after employment with the County has ended, then destroy	Electronic		<input type="checkbox"/>
2020-002	<b>Access Controls</b> - records of employees/visitors using a badge for access to County buildings and locations within buildings	Retain for 5 years then destroy	Electronic		<input type="checkbox"/>
2020-003	<b>Building Security Video Files</b> - Digital video records of daily activity at entrance and exit doors and select interior locations that are (1)	Retain for 30 days or until capacity of storage device requires overwriting then destroy	Electronic		<input type="checkbox"/>
	within buildings owned or leased by the County and (2) recorded on camera systems owned and operated by the County				<input type="checkbox"/>
2020-004	<b>Browsing History</b> - Logs, generated by internet monitoring software, that monitor browsing history and webpage views of employees.	Retain for 12 months or until capacity of storage device requires overwriting, then destroy	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
2020-005	<b>Call Detail Reports</b> - Logs that record source phone number, destination phone number, time the call was made and ended	Retain for 12 months, then destroy	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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