



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION  
 MARCH 04 2024  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

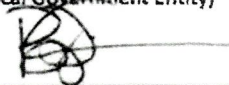
*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

CUYAHOGA COUNTY – FISCAL OFFICE

TREASURY – ALL UNITS

(Local Government Entity)	(Unit)		
	BRADLEY CROMES	TREASURER	11-21-2023
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

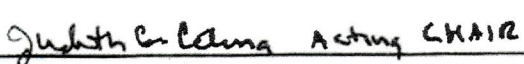
*See ORC 149.38 – ORC 149.412 for Records Commission Information*

CUYAHOGA COUNTY	Records Commission	216-443-7250	
3951 PERKINS AVENUE	CLEVELAND	44114	(Telephone Number) CUYAHOGA
(Address)	(City)	(Zip Code)	(County)


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

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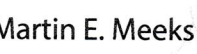
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 Acting CHAIR      2-29-2024  
 Records Commission Chair Signature      Date

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

 Digitally signed by Amy Czubak      Government Records Archivist      3/5/2024  
Date: 2024.03.05 13:50:07 -05'00'  
 Signature      Title      Date

**Section D: Auditor of State**

 Digitally signed by Martin E. Meeks      Records Manager  
Date: 2024.03.11 15:36:03 -04'00'  
 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**

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office - Administration**

(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
24-01	Accident Reports	3 yrs no action, then destroy	Paper		<input type="checkbox"/>
24-02	Attendance Sheets	3 yrs provided audited, then destroy	Paper		<input type="checkbox"/>
24-03	Bankruptcy Payment Letters	5 yrs then destroy	Paper		<input type="checkbox"/>
24-04	Benefits Report Monthly	1 yr then destroy	Paper		<input type="checkbox"/>
24-05	Child Support Payment Letters	5 yrs then destroy	Paper		<input type="checkbox"/>
24-06	CRIS Documentation	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-07	CRIS Monthly Report	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-08	Employee Listing	Until superseded	Paper		<input type="checkbox"/>
24-09	Employment Applications	1 yr then destroy	Paper		<input type="checkbox"/>
24-10	H.E.L.P Loan Applications	5 yrs then destroy	Paper		<input type="checkbox"/>
24-11	H.E.L.P Loan Denials	5 yrs then destroy	Paper		<input type="checkbox"/>
24-12	Leave Requests (sick & vacation)	3 yrs provided audited, then destroy	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office - Administration**

(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
24-13	Office Inventory	3 yrs provided audited, then destroy	Paper		<input type="checkbox"/>
24-14	Office Policies & Procedures	Until superseded	Paper/ Electronic		<input type="checkbox"/>
24-15	Payroll Deduction Report (permanent files maintained by HR)	3 yrs then destroy	Paper		<input type="checkbox"/>
24-16	Payroll Register	3 yrs then destroy	Paper		<input type="checkbox"/>
24-17	Personnel Files (permanent files maintained by HR)	2 yrs from separation, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-18	Sick and Vacation Leave Balances (permanent files maintained by HR)	3 yrs provided audited, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-19	Table of Organization	Until superseded	Paper/ Electronic		<input type="checkbox"/>
24-20	Telephone Bills	2 yrs provided audited, then destroy	Paper		<input type="checkbox"/>
24-21	Vouchers (payments)	3 yrs provided audited, then destroy	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office - Cashiers**

(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
24-22	Armored Courier pick-up log	3 yrs then destroy	Paper		<input type="checkbox"/>
24-23	Bank Adjustments	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-24	Banker Balance Daily Worksheet	3 yrs then destroy	Paper		<input type="checkbox"/>
24-25	Cash and Coin Invoices	Rolling 90 days, then destroy	Paper		<input type="checkbox"/>
24-26	Cashier Adjustment Report/Returned Items (NSF Void)	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-27	Cashier and Banker Drawer Weekly Audit	3 yrs then destroy	Paper		<input type="checkbox"/>
24-28	Cashier Key Box Log	2 yrs then destroy	Paper		<input type="checkbox"/>
24-29	Cashier's Monthly Report	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-30	Cashier's RTA Report (Monthly)	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-31	CESA Governmental Contractor Report	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-32	Child Support Log	2 yrs then destroy	Paper		<input type="checkbox"/>
24-33	Child Support Payments (receipts)	5 yrs then destroy	Paper		<input type="checkbox"/>
24-34	Child Support Spreadsheet	5 yrs then destroy	Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office - Cashiers**

(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
					<input type="checkbox"/>
24-35	Credit Card files	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-36	Credit Card Payment Receipts (OTC)	5 yrs then destroy	Paper		<input type="checkbox"/>
24-37	Daily Archive/Daily Statement Packet	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-38	Daily Cashier Real Estate/Session Reconciliation Reports	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-39	Deposit Receipts/Banker Tapes	Rolling 90 days, then destroy	Paper		<input type="checkbox"/>
24-40	E-Payment Refunds	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-41	E-Payment Files	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-42	Individual Payments/ Wires /Re- cashier	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-43	Manufactured Home Tax Stickers	1 yr then destroy	Paper		<input type="checkbox"/>
24-44	One Stop Payment Receipts	5 yrs then destroy	Paper		<input type="checkbox"/>
24-45	Property Taxes Reconciliation Report	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-46	Public Officials Bonds	10 yrs after expiration, then destroy	Paper/ Electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

**Treasurer’s Office - Cashiers**

(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
24-47	Revenue Receipts	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-48	Sheriff Sale/ Tax Lien Payments	5 yrs then destroy	Paper		<input type="checkbox"/>
24-49	Treasurer's World Daily Warrant Activity	1 yrs provided audited, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-50	Vault Checklist Log	1 yr then destroy	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office – Investment & Cash Management**

(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
24-51	Annual Outside Bank Accounts Report to Auditor	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-52	Bank Account Analysis Statements	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-53	Bank Signature Packages	Until superseded	Electronic		<input type="checkbox"/>
24-54	Bank Statements	7 yrs then destroy	Electronic		<input type="checkbox"/>
24-55	Cash Worksheet Packet	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-56	Compliance Report	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-57	EFT Monthly Activity Recap	3 yrs then destroy	Electronic		<input type="checkbox"/>
24-58	Escrow Accounts	5 yrs then destroy	Active- Paper/ Closed- Electronic		<input type="checkbox"/>
24-59	HELP & Heritage CD Confirmations	2 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-60	Infor Memos (Backouts / Batches / Adjustments)	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-61	Interest Carve Out Recap	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-62	Interest Earnings Report	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-63	Monthly Bank Reconciliation	5 yrs then destroy	Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office – Investment & Cash Management**

(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
24-64	Monthly IAC Reports	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-65	One Stop Logs and Audit	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-66	Quarterly IAC Reports	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-67	Sympro Daily Gain/Loss Report	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-68	Sympro Monthly Gain/Loss Report	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-69	Trade Folders - Active	5 yrs then destroy	Paper		<input type="checkbox"/>
24-70	Trade Folders - Matured/Redeemed/Called	5 yrs then destroy	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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

*See instructions before completing this form.*

**Treasurer’s Office – Quality Assurance**

(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
24-71	Change of Address Form	1 yr then destroy	Paper/ electronic		<input type="checkbox"/>
24-72	Escrow ACH Applications	Until Inactive, then destroy	Paper/ electronic		<input type="checkbox"/>
24-73	Overpayment Refund Receipts	5 yrs then destroy	Paper/ Imaged		<input type="checkbox"/>
24-74	Payment Transfer Requests	3 yrs then destroy	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office - Remittance**

(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
24-75	Bankruptcy Trustee File Report	5 yrs then destroy	Paper		<input type="checkbox"/>
24-76	Bankruptcy Trustee Payment Files	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-77	BCP File Report On-Line Payments	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-78	Cash Tickets	1 yr then destroy	Paper/ Electronic		<input type="checkbox"/>
24-79	Contract ACH File	1 yr then destroy	Paper/ Electronic		<input type="checkbox"/>
24-80	Contract ACH File Report	1 yr then destroy	Paper/ Electronic		<input type="checkbox"/>
24-81	Escrow ACH File	1 yr then destroy	Paper/ Electronic		<input type="checkbox"/>
24-82	Escrow ACH File Report	1 yr then destroy	Paper/ Electronic		<input type="checkbox"/>
24-83	Image Cash Letter Deposited Checks	Rolling 30 days, then destroy	Paper		<input type="checkbox"/>
24-84	Late Payment Envelopes - 5% penalty	1 yr then destroy	Paper		<input type="checkbox"/>
24-85	Lender Add Requests	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-86	Lender Delete Requests	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-87	Lender File Reports	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office - Remittance**

(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
					<input type="checkbox"/>
24-88	Lender Payment Files	3 yrs then destroy	Electronic		<input type="checkbox"/>
24-89	Lender Payment Reports	3 yrs then destroy	Paper		<input type="checkbox"/>
24-90	Lockbox Reports	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-91	Online Payments File Reports	5 yrs then destroy	Electronic		<input type="checkbox"/>
24-92	Open Work Daily Report	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-93	Return Mail	1 yr then destroy	Paper		<input type="checkbox"/>
24-94	Returned Check Mail	3 yrs then destroy	Paper		<input type="checkbox"/>
24-95	RL Reports Detailed Daily Payment Info	3 yrs then destroy	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Treasurer's Office – Delinquency Tax Response Unit**

(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
24-96	Abatement Documentation - Remission/Contract Default	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-97	Bankruptcy Chapter 11 - All	5 yrs from close, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-98	Bankruptcy Chapter 13 - All	5 yrs from close, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-99	Bankruptcy Chapter 7 - All	5 yrs from close, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-100	Bankruptcy Claims	7 yrs from close, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-101	Contract Payment Plan Agreement - Original	5 yrs then destroy	Paper/ Imaged		<input type="checkbox"/>
24-102	Contract Services	5 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-103	Escrow ACH Applications	Until Inactive, then destroy	Paper/ Electronic		<input type="checkbox"/>
24-104	One Stop Log	5 yrs then destroy	Paper		<input type="checkbox"/>
24-105	Personal Property Delinquent File	Permanent	Electronic		<input type="checkbox"/>
24-106	Personal Property Tax Appeals	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-107	Personal Property Tax Reviews & Redetermination	3 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-108	Tax Lien Certificate	6 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

**Treasurer’s Office – Delinquency Tax Response Unit**

(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
					<input type="checkbox"/>
24-109	Tax Lien Foreclosure Intent Notice	2 yrs then destroy	Paper/ Electronic		<input type="checkbox"/>
24-110	Tax Duplicate	Permanent	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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