



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

INSTRUCTIONS—RC-2

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CUYAHOGA COUNTY FISCAL OFFICE OFFICE OF PROCUREMENT & DIVERSITY

(Local government entity)		(unit)	
<i>Lenora M. Lockett</i>	Lenora Lockett	Director	12/5/13
(Signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

CUYAHOGA COUNTY RECORDS COMMISSION

C/O JUDY CETINA, SENIOR RECORDS MANAGEMENT ADMINISTRATOR 216/443-7250

Records Commission (telephone number)

2906 Franklin Boulevard	Cleveland	44113	Cuyahoga
(Address)	(city)	(zip code)	(county)

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

<i>Judith G. Cetina, Acting Chair</i>	12-5-2013
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<i>Cornie Conner</i>	Govt Records Archivist	1/6/14
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mah</i>	1-28-14
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.



Section E: Records Retention Schedule

(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
2013-1	Advertising Tear Sheets (supercedes OPD #2010-1)	Retain 3 years or until scanned to digital image, then destroy	Paper		<input type="checkbox"/>
2013-2	Advertising Tear Sheets	Retain 3 yrs, then destroy	Digital Image		<input type="checkbox"/>
2013-3	Agenda – draft copy including meeting minutes	Retain 1 yr, then destroy	Electronic		<input type="checkbox"/>
2013-4	Agreements – “wet” signature documents only	Retain permanently	Paper		<input type="checkbox"/>
2013-5	Annexation Records	Retain permanently	Paper		<input checked="" type="checkbox"/>
2013-6	Annual Reports	Retain 3 years or until scanned to digital image, then destroy	Paper		<input checked="" type="checkbox"/>
2013-7	Annual Reports	Retain 3 yrs, then destroy	Digital Image		<input type="checkbox"/>
2013-8	Approval Letters/Resolution Index (Access Database)	Retain Permanently	Electronic		<input type="checkbox"/>
2013-9	Approval Letters for Board of Control, Contracts & Purchasing Board, Travel, and Deputy Chief	Retain 10 yrs, then destroy	Electronic		<input type="checkbox"/>
2013-10	Attorney – Client Privileged Communications – <i>NOT A PUBLIC RECORD</i>	Retain Permanently	Paper/ Electronic		<input type="checkbox"/>



(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
2013-11	Automated Agenda Management System Records (includes agenda items with all required backup information. These items include but are not limited to: Agreements (executed), Annexations, Attorney-Client Privileged Communications, Boards & Commission Records, Bond Agenda Items, Contracts/related documents (executed), Deeds (copy of executed deed), Grant applications/ agreements/ awards (executed), Investment Advisory Committee Meeting documentation, Leases (copy of executed), Legal Notices, Master Reference File, Resolutions/ Approval Letters, Road File, Sewer Builder's Licenses (executed prior to 2011), Solid Waste District Meeting Documentation and Resolutions (prior to 2011))	Retain 25 years, then destroy pending consultation with the Clerk of Council	Electronic		<input type="checkbox"/>
2013-12	Board of Control & Contracts and Purchasing Board Sign-off Sheets (as of 9/24/12)	Retain 5 years or until scanned to digital image, then destroy	Paper		<input type="checkbox"/>
2013-13	Board of Control & Contracts and Purchasing Board Sign-off Sheets (as of 9/24/12)	Retain 5 yrs, then destroy	Digital Image		<input type="checkbox"/>
2013-14	Boards & Commission Records	Retain permanently	Paper		<input type="checkbox"/>
2013-15	Contracts/Agreements	Retain 8 years or until paper is scanned to digital image with a microfilm backup, then destroy	Paper/ Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
2013-16	Contracts/Agreements	Retain 8 yrs, then destroy, provided audited	Digital Image/ microfilm		<input type="checkbox"/>
2013-17	Deeds – "wet" signature documents only	Retain permanently	Paper		<input checked="" type="checkbox"/>



(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
2013-18	Digital Recordings of Contracts & Purchasing Board (CPB) & Board of Control (BOC) Meetings (as of 3/16/2013)	Retain permanently	Electronic		<input type="checkbox"/>
2013-19	General Correspondence (including internal correspondence and email)	Retain 1 yr, then destroy per RC-2 for Cuyahoga County approved 8/15/2012 by County Executive	Paper/ Electronic		<input type="checkbox"/>
2013-20	Information Sheet, Performance Bond	Retain 1 yr, then destroy, provided audited	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
2013-21	Inventory (supercedes OPD 2010-5)	Retain 5 years or until scanned to digital image, then destroy	Paper		<input type="checkbox"/>
2013-22	Inventory	Retain 5 years, then destroy	Digital image		<input type="checkbox"/>
2013-23	Invoice Copies/received (supercedes OPD 2010-6)	Retain 7 ys or until paper is scanned to digital image, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-24	Invoice Copies/received	Retain 7 yrs, then destroy	Digital Image		<input type="checkbox"/>
2013-25	Invoice Summary Sheet (supercedes OPD 2013-7)	Retain 2 ys or until paper is scanned to digital image, then destroy	Paper		<input type="checkbox"/>
2013-26	Invoice Summary Sheet	Retain 2 yrs, then destroy	Digital Image		<input type="checkbox"/>
2013-27	Leases "wet" Signature documents only	Retain 25 years or until scanned to digital image with a	Paper		<input type="checkbox"/>



(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
		microfilm backup, then destroy			
2013-28	Leases "wet" Signature documents only	Retain permanently	Digital Image/ Microfilm		<input type="checkbox"/>
2013-29	Legal Notices	Retain 2 yrs., then destroy	Electronic		<input type="checkbox"/>
2013-30	Master Reference File	Retain permanently	Paper		<input type="checkbox"/>
2013-31	Purchase Orders (supercedes OPD 2010-9)	Retain 2 ys or until paper is scanned to digital image, then destroy	Paper/ Electronic		<input type="checkbox"/>
2013-32	Purchase Orders	Retain 2 yrs, then destroy, provided audited	Digital Image		<input type="checkbox"/>
2013-33	Receipt Book (supercedes OPD 2010-10)	Retain 10 yrs, then destroy	Paper		<input type="checkbox"/>
2013-34	Requisition Folder (including as applicable Tab Sheets, Proposals, Legal Ads, Purchase Orders, Correspondence Files, Specifications, Bidder's List, Contracts, Draft Contract/Agreement, Property Tax information, Bid Bond Information, Bid Bond, Liability Insurance information, Bid Document, comparison figures, Vendor Performance Evaluation form, memos, Certification of Compliance Form, DMA form (obsolete but has not reached destruction date), W-9, Bid Notices, Bid package pickup/mailling list, correspondence, Requisition form, agenda preview, resolution, addendum, award letter, primary owner, registered name, SBE, Technical Advisory Board (fka ADP Board) letter, Auditor Findings, Sole Source, Attendance Sheet for Pre-Bid Conferences, Award Listing, Bids, Cancellation Letter, Confirming Information Sheet, Performance Bond, Performance Bond Letter, SBE Tab Sheets, Vendor Compliance Form)	Retain 6 yrs or until paper is scanned to digital image with a microfilm backup, then destroy	Paper/ Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.



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	(supercedes OPD 2010-11)				
2013-35	Requisition Folder (including as applicable Tab Sheets, Proposals, Legal Ads, Purchase Orders, Correspondence Files, Specifications, Bidder's List, Contracts, Draft Contract/Agreement, Property Tax information, Bid Bond Information, Bid Bond, Liability Insurance information, Bid Document, comparison figures, Vendor Performance Evaluation form, memos, Certification of Compliance Form, DMA form (obsolete but has not reached destruction date), W-9, Bid Notices, Bid package pickup/ mailing list, correspondence, Requisition form, agenda preview, resolution, addendum, award letter, primary owner, registered name, SBE, Technical Advisory Board (fka ADP Board) letter, Auditor Findings, Sole Source, Attendance Sheet for Pre-Bid Conferences, Award Listing, Bids, Cancellation Letter, Confirming Information Sheet, Performance Bond, Performance Bond Letter, SBE Tab Sheets, Vendor Compliance Form) (supercedes OPD 2010-11)	Retain 6 yrs, then destroy, provided audited	Digital Image/ microfilm	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
2013-36	Resolutions (prior to 2011) (maintained on computer shared drive)	Retain indefinitely	Electronic		<input type="checkbox"/>
2013-37	Revenue Receipts (supercedes OPD 2010-12)	Retain until audited, then destroy	Paper		<input type="checkbox"/>
2013-38	Road Files	Retain permanently	Paper		<input checked="" type="checkbox"/>
2013-39	Road File Cards	Retain permanently	Electronic		<input type="checkbox"/>
2013-40	SBE (Small Business Enterprise) Active Vendors	Retain until transferred to SBE Dead Files	Paper		<input type="checkbox"/>
2013-41	SBE Tab Sheet Folders	Retain 2 yrs or until scanned to digital image, then	Paper		<input type="checkbox"/>



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		destroy			
2013-42	SBE (Small Business Enterprise) Dead Files (supercedes OPD 2010-13)	Retain 2 yrs, then destroy	Paper		<input type="checkbox"/>
2013-43	Solid Waste District Meeting Documentation	Retain 5 yrs or until scanned to digital image, then destroy	Paper		<input type="checkbox"/>
2013-44	Solid Waste District Meeting Documentation	Retain 5 yrs, then destroy	Digital Image		<input type="checkbox"/>
2013-45	Solid Waste District Meeting Resolution Index (Access Database)	Retain permanently	Electronic		<input type="checkbox"/>
2013-46	Transient Communications (including text messages, instant messaging, voicemail, telephone messages, or drafts of documents)	Retain until no longer of administrative value, then destroy per the RC-2 for Cuyahoga County approved 8/15/2012 by the County Executive	Paper/ Electronic		<input type="checkbox"/>