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RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

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Section A: Local Government Unit Cuyahoga County	(To complete this form onli		from box to box.) y Resources Board
(local government entity) **Hayblum M. Lasala_ (signature of responsible official)	Kathleen M. Sasala	(unit) Librarian and Chlef Administrator	12-7-11
(signature of responsible official)	(name)	(title)	(date)
Section B: Records Commission Cuy shoca County Records Commission		(2(6) 443 (telephone numb	-7 25 0 er)
2905 Franklin Blud.	Cleveland, Ottic	4-4-((3 (zip code)	CuyAhosA (county)
To have this form returned to the Records I hereby certify that our records commission listed on this form and any continuation sit series from being destroyed, transferred, disposed of which pertains to any pending commission. LLLL LLLL, Tesicon Records Commission Chair Signature	on met in an open meeting, as req neets. I further certify that our com or otherwise disposed of in violatio I legal case, claim, action or reque	uired by Section 121.22 Of mission will make every ef on of these schedules and t st. This action is reflected	fort to prevent these records hat no record will be knowingly
Section C: Ohio Historical Society - Sta OMNUL OMNE Signature	te Archives <u>Lout Ru</u> Title	rosals archie	rist 12/14/1
Section D: Auditor of State Martin E. Mul. Signature		• .	/2-30-// 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



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

Section E: Records Retention Schedule

Cuyahoga County

Audited means: the years encompessed by the records have been audited by the Auditor of State and the audit report her been

County Law Library Resources Board 7.26 O.R.C.

(local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	5) (6) Regulated by Regulated by OHS OHSEGRA: A SIGNATURE BY OHS	
11-01	Accident Reports/Files		Paper and electronic	PERMITTERS OF STREET	
	Bodily injury to non-employee	6 years provided no action pending			
	Employee injury reports	Place in personnel file		1946. (a. 76- 6.2 (388750-) 11.50-(388750-)	
	Damages to county vehicle	6 years provided no action pending		Property of the second	
11-02	Accounts receivable ledgers and documents	3 years, provided audit	Paper		
11-03	Activity Reports	2 years	Paper and electronic	PART OF THE PART O	
11-04	Annual Budgets	Permanent	Paper		
11-05	Annual reports	Permanent	Paper	Manager of Dis	
11-06	Applications for employment (unsuccessful/no hire)	2 years after receipt	Paper and electronic		
11-07	Approval requests from other agencies for the purchase of legal resources by the CLLRB pursuant to ORC sec. 307.51	2 years, provided audit	Paper and electronic	Company of the Compan	
	Audio-visual, PR and training materials, lesson plans	Until information is superseded, obsolete, or replaced	Paper and electronic		
11-09	Audit reports	Permanent	Paper		



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11-10	Automatic data processing and electronic data processing media used for temporary storage or control	erase when no longer of administrative value	Electronic		
11-11	Badges and Ids	Turn in upon termination of employment	Paper		
11-12	Bank records	3 years, provided audit	Paper		
11-13	Blank forms	30 days after obsolescence	Paper		
11-14	Bids and proposals (unsuccessful)	2 years after letting of the contract	Paper		
11-15	Bids and proposals (successful)		Paper		
	Copies of successful bids to provide goods and/or services	3 years after expiration of the contract			
	Original, if made part of a contract and filed with the contract	15 years after expiration of contract			
11-16	Budget preparation documents (other than Annual Budgets)	4 years	Paper and electronic		
11-17	Bulletins, posters and notices to employees	Until no longer administra- tively necessary	Paper and electronic		
11-18	Calendars	1 year	Paper and electronic		
11-19	Cancelled checks and check stubs	3 years, provided audit	Paper		
11-20	Cataloging documents (requests to catalog books and other materials, transit slips)	1 year	Paper and electronic	E properties for the second for the second for the second	
11-21	Cash books and cash journals	3 years, provided audit	Paper	Me de la les de les les les les les les les les les le	Cavarias de la Cavaria de la C
11-22	Check registers	3 years, provided audit	Paper		
11-23	Claims and litigation records pertaining to the County Law Library Resources Board	6 years after case is closed and appeals are exhausted	Paper and electronic		



11-24	Compliance reports	5 years	Paper and electronic	
11-25	Continuing education certifications, class seminars, training attendance records	Place in personnel file; see 11-36, Employee personnel files	Paper	
11-26	Contracts .	15 years after expiration	Paper	The state of the s
11-27	Coples-extra copies, photo copies, etc.	Can destroy in the normal course of business when no longer of administrative value	Paper	The second secon
11-28	Correspondence (including memos and faxes)-Administrative	2 years	Paper and electronic	
11-29	Correspondence (including memos and faxes)-Executive	5 years	Paper and electronic	
11-30	Correspondence (Including memos and faxes)-Routine	1 year	Paper and electronic	Section (Charles and Charles a
11-31	Decisions on purchases of legal resources for county agencies pursuant to ORC sec. 307.51	2 years, provided audit	Paper and electronic	
11-32	Delivery slips/packing slips	2 years	Paper	1-versus 20 miles
11-33	Disaster Plans	Until updated or superseded	Paper and electronic	
11-34	Drafts and informal notes	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	The second secon
11-35	Copies of employee benefit records-place in personnel files	Permanent	Paper	
11-36	Employee personnel files	Permanent	Paper	

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

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11-37	Equipment inventories	3 years	Paper and electronic	
11-38	Equipment maintenance records	Life of the equipment	Paper	Annagara da Baran da
11-39	Expense records	3 years	Paper and electronic	
11-40	Financial and fiscal reports	3 years, provided audit	Paper	
11-41	Flow charts (operations)	2 years	Paper and electronic	
11-42	General orders, directives, policies, rules, regulations and procedures	Until superseded, retain one copy until audited	Paper and electronic	Particular Control of the Control of
11-43	Grant files and supporting financial records and documents	5 years, provided all state and federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper	
11-44	Insurance policies	Duration of policy plus 2 years, provided all claims settled	Paper	
11-45	Interlibrary Loan documents	2 years	Paper and electronic	
11-46	Inventories-annual of public property	3 years, provided audit	Paper and electronic	
11-47	Invoices (paid) County record copy	3 years, provided audit	Paper and electronic	
	Duplicate copies	2 years		CALLED THE STATE OF THE STATE O



11-48	Job descriptions	Until	Paper and	CONTRACTOR OF STREET
		superseded or classification abolished	electronic	
11-49	Leases-equipment	Duration of lease plus 2 years	Paper	
11-50	Leave requests (sick and vacation)	3 years, provided audit	Paper and electronic	
11-51	Mail Unsolicited mail	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	
	Postal records	2 years] [
11-52	Mailing lists	Until updated, superseded or obsolete	Paper and electronic	
11-53	Management and operations reports		Paper and electronic	
	Monthly/quarterly/semiannual	Until incorporated in an annual report		A Company of the Comp
	Annual	5 years		
	Consultant produced	5 years	·	
11-54	Manuals, handbooks and directives	Until superseded, obsolete, or replaced. Retain 1 file copy for 5 years until superseded.	Paper and electronic	Part of the second seco
1-56	Meeting agendas and minutes	Permanent	Paper	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1-56	Meeting notices	1 year	Paper and electronic	

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Ohio Historical Society State Archives of Ohio Local Government Records Program

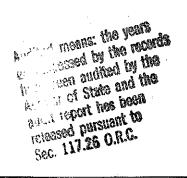
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11-57	Meeting notes	1 year	Paper and electronic		
11-58	Organizational charts	Until superseded	Paper and electronic		
11-59	Payroll records	Permanent	Paper		
11-60	Personnel Manuals	Current plus 1	Paper and electronic		
11-61	Petty cash records	3 years provided audit	Paper	ISBN MERCHANISTON OF STREET	
11-62	Preliminary drafts of letters, memoranda, worksheets, reports, and the preparation of recorded information	Can destroy in the normal course of business when no longer of administrative value		E STATE OF THE STA	
11-63	Press/News releases	3 years	Paper and electronic		
11-64	Printing orders	3 years	Paper and electronic		
11-65	Professional association records	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic		
11-66	Project plans/drawings	Life of project or obsolete. Retain 1 copy permanently	Paper and electronic		
11-67	Publications-in house	8 years and then OHS will evaluate for historic value	Paper and electronic		
11-68	Publications-received (including, but not limited to, books, newspapers, magazines, journals, law reviews, pamphlets, CDs, DVDs)	30 days after obsolescence	Paper and electronic	1	
1-69	Purchase orders and regulations	3 years, provided audit	Paper		

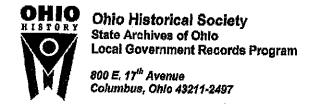
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Ohlo Historical Society State Archives of Ohlo Local Government Records Program



11-70	Receipts	2 years, provided audit	Paper	
11-71	Receiving documents	3 years	Paper	
11-72	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper	The second secon
11-73	Records of receipts and expenditures	10 years	Paper	
11-74	Records requests	2 years	Paper and electronic	TO THE PARTY OF TH
11-75	Reference and research materials and requests	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	American de la companya del companya del companya de la companya del la companya de la companya de la companya del la
11-76	Requisitions	3 years	Paper and electronic	CALL CONTROL OF THE PARTY OF TH
11-77	Returns-documents regarding the return of legal research and reference materials	2 years, provided audit	Paper	
11-78	Rosters/directories	1 year after superseded or obsolete	Paper and electronic	Approximation of the second of
11-79	Speeches/presentations	3 years	Paper and electronic	Topi Panna ()
11-80	Statistical reports (see also Annual Reports, 11-95)	Until	Paper and electronic	
	Monthly/quarterly/semlannual	incorporated into annual report		
	Annual	5 years Permanent		
	Consultant produced			
11-81	Telephone messages	Can destroy in the normal course of business when no	Paper	TO A SECURITY OF THE PARTY OF T
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11-82	Time cards, time sheets, sign-in sheets (all originals)	Permanent	Paper	Control State (Control State (Contro
11-83	Travel expense reports	3 years, provided audit	Paper	1188800 0000000000000000000000000000000
11-84	Visitors logs or sign-in sheets	1 year	Paper	Appears as por a part of the p
11-85	Vouchers	3 years, provided audit	Paper	TO THE RESERVE OF THE PERSON O
11-86	Work schedules	1 year after schedule changed	Paper and electronic	Control of the contro
11-87	Miscellaneous documents (drafts and informal notes, transitory information)	Can destroy in the normal course of business when no longer of administrative value	Paper and electronic	The second secon

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