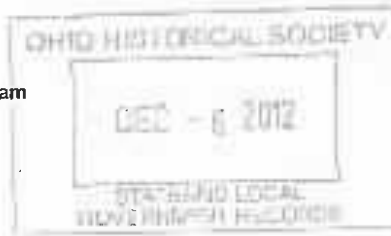




Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

COUNTY COUNCIL

(Local government entity)

(unit)

*Jeanne M. Schmotzer*

Jeanne M. Schmotzer

Clerk of Council

12/5/2012

(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)

2905 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](mailto: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.

*Judith G. Cetina, Acting Chair*

12-5-12

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

*Connie Conner*

Signature

*Govt Records Archivist*

Title

12/12/12

Date

### Section D: Auditor of State

*Martin E. Murr*

Signature

12-26-12

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**



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

**Section E: Records Retention Schedule**

**County Council of Cuyahoga County, Ohio**

**County Council**

(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
2012-1	Agendas for Council and Committee meetings (agenda, minutes, associated legislation, back-up materials, and reports)-RECORDS OF COUNCIL	Permanent	Paper		<input type="checkbox"/>
2012-2	Agendas for Council and Committee meetings - Master copy (agenda, minutes, associated legislation, back-up materials and reports)-RECORDS OF COUNCIL	Permanent	Electronic		<input type="checkbox"/>
2012-3	Agendas/Meeting Notices for Council and Committee Meetings (Website Reference)	Until No longer of administrative value	Electronic		<input type="checkbox"/>
2012-4	Annexation Records	Permanent	Paper		<input checked="" type="checkbox"/>
2012-5	Annual Reports – State of the County	5 years after release of audit	Paper		<input type="checkbox"/>
2012-6	Annual Reports - Unsolicited	1 year or until superseded or no longer of administrative value	Paper		<input type="checkbox"/>
2012-7	Approved Annual/Biennial County Budget and Capital Improvements Program (Convenience Copies)	5 years after release of audit	Paper		<input type="checkbox"/>
2012-8	Attorney-Client Privileged Communications – NOT A PUBLIC RECORD (From outside legal counsel only)	Permanent	Paper		<input type="checkbox"/>
2012-9	Attorney-Client Privileged Communications – NOT A PUBLIC RECORD (From outside legal counsel only)	Permanent	Electronic		<input type="checkbox"/>
2012-10	Attorney-Client Privileged Communications – NOT A PUBLIC RECORD (Convenience copies from County Law Department or County Prosecutor)	5 years	Paper or Electronic		<input type="checkbox"/>
2012-11	Boards and Commissions Records (not generated by Executive)	Permanent	Paper		<input checked="" type="checkbox"/>



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2012-12	Ceremonial Proclamations	2 years after issuance	Paper and Electronic		<input checked="" type="checkbox"/>
2012-13	Certificate of Result of Election (Official election results of ballot issue or candidate election certified by County Board of Elections)	Until expiration of issue or term of office	Paper		<input type="checkbox"/>
2012-14	Certified Mail Receipts (attached to copy of applicable correspondence)	2 years after superseded, obsolete or no longer of administrative value	Paper		<input type="checkbox"/>
2012-15	Codified Ordinances	Permanent	Paper		<input checked="" type="checkbox"/>
2012-16	Codified Ordinances	Permanent	Electronic		<input type="checkbox"/>
2012-17	Confidential Council Personnel Records (e.g., personal injury and accident reports and family medical leave records)-Convenience Copies Only (All official records are maintained by the Department of Human Resources)	5 years after employment separation	Paper		<input type="checkbox"/>
2012-18	Copies (including, but not limited to, convenience copies of documents created by other internal departments received by the Council Office for reference or informational purposes)	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
2012-19	Correspondence/Mail – <u>Councilmember/ Executive/Elected Official</u> (Examples: both internal and external correspondence dealing with matters of a formal nature, policies, directives, etc.)	2 years after superseded, obsolete or no longer of administrative value	Paper and Electronic		<input checked="" type="checkbox"/>
2012-20	Correspondence/Mail – <u>General</u> (Examples: both internal and external correspondence, including email, the content of which is of an informative nature and does not attempt to influence agency policy; anonymous letter; and follow-up letter to constituent)	1 year	Paper and Electronic		<input type="checkbox"/>
2012-21	Correspondence/Mail – <u>Routine</u> (Examples: note/memo to Councilmembers to mark their calendars for an event; advising of vacations/times off; letter of thanks; letter of recommendation; etc.)	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2012-22	Correspondence/Mail - <u>Transitory Messages</u> (Examples: text messages, instant messaging, voice mail, telephone messages, post it notes, bulletins, posters, notices, staff calendars, blank forms, copies of documents where the original exists elsewhere, facsimiles, notes and other limited documents that serve to convey information of temporary importance in lieu of oral communication)	Until no longer of administrative value	Multi		<input type="checkbox"/>
2012-23	Correspondence/Mail - <u>Unsolicited Mail</u> (Examples: sales materials, informational brochures, publications, solicitations, etc.)	Until no longer of administrative value	Paper		<input type="checkbox"/>
2012-24	Council-generated Contracts, Agreements and related documents	8 years after expiration of term	Paper		<input type="checkbox"/>
2012-25	Council Newsletters, Media Advisories, Public Notices, Public Programs/Events Records	2 years; appraise for historic value	Paper and Electronic		<input checked="" type="checkbox"/>
2012-26	Council Office Budget Documents/Expense Records (e.g., Council budget records; tracking of Council expenses; inventory; and copies of requisitions, purchase orders, travel records and expense reimbursement requests)	5 years after release of audit	Paper and Electronic		<input type="checkbox"/>
2012-27	Council Personnel Records of volunteers, interns and temporary employees	3 years after separation	Paper		<input type="checkbox"/>
2012-28	Council Personnel Records-Convenience Copies Only (All official records are maintained by the Department of Human Resources)	5 years after employment separation	Paper		<input type="checkbox"/>
2012-29	Councilmembers' Files  (Files pertinent to individual Council Members)	5 years after leaving office; appraise for historic value	Paper and Electronic		<input checked="" type="checkbox"/>
2012-30	Councilmembers' Work-related Calendars	1 year after leaving office	Paper and Electronic		<input type="checkbox"/>
2012-31	County and Council Directives, Policies and Procedures	2 years after superseded, obsolete or no longer of administrative value; appraise for historic value	Paper and Electronic		<input checked="" type="checkbox"/>



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2012-32	County Audit Reports – Convenience Copies	5 years after release of audit	Paper		<input type="checkbox"/>
2012-33	County Charter and Amendments	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>
2012-34	County Levy Certifications and associated documents	Permanent	Paper		<input checked="" type="checkbox"/>
2012-35	County Redistricting Documents	Permanent	Paper		<input checked="" type="checkbox"/>
2012-36	Digital Audio Recordings of Council and Committee meetings	Permanent	Electronic		<input type="checkbox"/>
2012-37	Employment-related Documents (Job Postings, Applications and Selection Records – not hired)	2 years	Paper and Electronic		<input type="checkbox"/>
2012-38	Equipment Maintenance Records	1 year after disposition of equipment	Paper or Electronic		<input type="checkbox"/>
2012-39	Inventory of Council Equipment	3 years	Paper and Electronic		<input type="checkbox"/>
2012-40	Legal Advertisements	5 years after release of audit	Paper and Electronic		<input type="checkbox"/>
2012-41	Legislation (Motions, Resolutions and Ordinances) with associated Exhibits/ Attachments-RECORDS OF COUNCIL	Permanent	Paper		<input checked="" type="checkbox"/>
2012-42	Legislation (Motions, Resolutions and Ordinances) with associated Exhibits/ Attachments-RECORDS OF COUNCIL	Permanent	Electronic		<input type="checkbox"/>
2012-43	Legislation (Motions, Resolutions and Ordinances) with associated Exhibits/ Attachments (Website Reference)	Until No longer of administra- tive value	Electronic		<input type="checkbox"/>
2012-44	Legislation Index/Tracking Log	Permanent	Electronic		<input checked="" type="checkbox"/>
2012-45	Mailing Lists (used for the purpose of generating labels for mass mailings)	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
2012-46	Manuals and Handbooks (used in Council Office as guides for reference or informational purposes)	Until superseded, obsolete or replaced	Paper and Electronic		<input type="checkbox"/>



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2012-47	Minutes of Council and Committee meetings – Approved-RECORDS OF COUNCIL	Permanent	Paper		<input checked="" type="checkbox"/>
2012-48	Minutes of Council and Committee meetings – Approved-RECORDS OF COUNCIL	Permanent	Electronic		<input type="checkbox"/>
2012-49	Minutes of Council and Committee meetings (Website Reference)	Until No longer of administrative value	Electronic		<input type="checkbox"/>
2012-50	Miscellaneous Drafts of Documents and Working Papers	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
2012-51	Oaths of Office (Councilmembers, Executive, Charter designated appointments)	10 years after leaving office	Paper		<input type="checkbox"/>
2012-52	Petitions (Charter Initiative, initiative, Referendum, Recall)	5 years after submission	Paper		<input type="checkbox"/>
2012-53	Public Records Training Certificates	Until superseded, obsolete or replaced and audited	Paper		<input type="checkbox"/>
2012-54	Public Records/Information Request Log/Responsive Documents	3 years	Paper and Electronic		<input type="checkbox"/>
2012-55	Reports to Council (Subject and/or Administrative, internal or external)	3 years or until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
2012-56	Retention Schedules and Approved/ Disapproved RC-3 Request Forms	Permanent	Paper		<input type="checkbox"/>
2012-57	Signature Authorization Records	1 year after superseded or obsolete	Paper		<input type="checkbox"/>
2012-58	Speaker Sign-in Sheets	Until no longer of administrative value	Paper		<input type="checkbox"/>
2012-59	Staff Project and Research Files	5 years; appraise for historic value	Paper and Electronic		<input checked="" type="checkbox"/>



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2012-60	Subpoenas	1 year after compliance	Paper		<input type="checkbox"/>