



**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*  
 (Signature of responsible official)

Jeanne M. Schmotzer

Clerk of Council

8/30/2016

(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.

*Judy B. Cetina, Acting Chair*

8-30-2016

Records Commission Chair Signature

Date

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

*Amanda Bindla*  
 Signature

Local Government Records Archivist

9/2/16  
 Date

**Section D: Auditor of State**

*Martin E. Mub*  
 Signature

9-22-16

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 HISTORY CONNECTION

SEP 02 2016

STATE AND LOCAL  
 GOVERNMENT RECORDS



**Section E: Records Retention Schedule**

**County Council of Cuyahoga County, Ohio**

**County Council**

(local government entity)

(unit)

2016-1	Master Reference Files (contains documentation providing historical value and information relative to the County, Board of County Commissioners, County Executive and County Council, etc.)	Until scanned/ microfilmed and quality controlled	Paper		<input type="checkbox"/>
2016-2	Master Reference Files (contains documentation providing historical value and information relative to the County, Board of County Commissioners, County Executive and County Council, etc.)	Permanent	Microfilm/ electronic		<input checked="" type="checkbox"/>