



INSTRUCTIONS—RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Cuyahoga Arts & Culture

(local government entity)

(unit)

Jill Paulsen

Executive Dir.

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission
Cuyahoga Arts & Culture**

216-515-8303

Records Commission

(telephone number)

1422 Euclid Ave., Suite 400-5

Cleveland

44115

Cuyahoga

(address)

(city)

(zip code)

(county)

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

mharris@cacgrants.org

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.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

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**



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Section E: Records Retention Schedule

Cuyahoga Arts & Culture

(local government entity)

(unit)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
ACC-100	Accounts Payable Documentation Records related to payment of financial obligations. Includes vendor invoices and statements; payroll and payroll deductions, contributions and other income.	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
ACC-101	Accounts Receivable Documentation- Records related to receipt of revenues. Includes vendor invoices and statements.	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
ACC-102	Payroll records and reports (except annual summary, see ACC-105).	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
ACC-103	Reimbursement Documentation - Reimbursement for employees for work related business travel	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
ACC-104	Telephone Records	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
ACC-105	Payroll records (annual/summary)	10 years	Paper Electronic		
ADM-100	Board Member Files	Retain one (1) year after end of term.	Paper Electronic		
ADM-101	Board of Trustees Agenda Packets	Permanent	Paper Electronic		



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ADM-102	Email	By content. Non-records delete. Records retain pertaining to content.	Paper/Electronic		
ADM-103	Request for Qualifications or Proposal (unsuccessful)	2 years	Paper		
ADM-104	General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	Retain no longer than three (3) years after the close of the calendar year in which it was created.	Paper Electronic		
ADM-105	CAC publications File: Including annual reports, news releases, newsletters, brochures, pamphlets, etc.	Retain until obsolete, superseded, or replaced.	Paper Electronic		
ADM-106	Audio-Visual Materials created by CAC	Retain until obsolete, superseded, or replaced.	Paper Electronic		
ADM-107	Media Coverage of CAC.	Retain until no longer of administrative value.	Paper Electronic		
ADM-108	Reference and Informational File: Various topics which do not directly affect functions and policies of CAC.	Retain until obsolete, superseded, or replaced, and then dispose. No RC-3 needed.	Paper Electronic		
ADM-109	Records Requests	3 years after calendar year in which request was fulfilled	Paper Electronic		
ADM-110	Drafts & Transient Documents: Includes telephone messages, post-it-notes, drafts, notes, MS Teams chats and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of administrative value, and then dispose. No RC-3 needed.	Paper Electronic		
ADM-111	Administrative Policies, Bylaws, or Manuals: Documents produced by CAC detailing operations, regulations, and/or procedures of CAC.	Retain until superseded, obsolete, or replaced.	Paper Electronic		
ADM-112	CAC Staff Correspondence: Regarding such things as legal matters, interpretations, policy decisions, directives created, received or sent under jurisdiction of public office.	Retain three (3) years.	Paper Electronic		
ADM-113	Records Retention Schedule: A form used to identify the length of time a record must be retained before final disposition.	Retain until superseded by a revised retention schedule, or until record series is no longer maintained.	Paper Electronic		



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ADM-114	Financial Disclosure Statements & Joint Legislative and Ethics Commission "JLEC" Statements	Retain 2 years, then destroy.	Paper Electronic		
ADM-115	Mail and email - Unsolicited	Until no longer useful (no RC3 required)	Paper Electronic		
ADM-116	Records Destruction Documentation	Indefinite	Paper		
ADM-117	Intranet, Internet and Social Media web pages	Until no longer of administrative value, no RC-3 required	Electronic		
ADM-118	Sign-in sheets, registrations for workshops, webinars.	Until no longer of administrative value but no longer than 1 year.	Paper Electronic		
ADM-119	Contact names and lists	Until no longer of administrative value.	Electronic		
ADM-120	Copies, photocopies, extra copies	Until no longer of administrative value.	Paper Electronic		
ADM-121	Draft- all media	Until no longer of administrative value.	Paper Electronic		
ADM-122	Disaster Recovery or Business Continuity Plan	Until superseded, obsolete or replaced	Electronic		
ADM-123	Content on Cleveland Arts Events.com including arts events, job postings and artist profiles.	Until after event has taken place, posting has expired or no longer of administrative value	Electronic		
ADM-124	Research records or information gathered from a variety of sources to learn about events, legislative actions, programs.	Until no longer of administrative value	Paper Electronic		
ADM-125	Speeches and Presentations including written or recorded materials distributed when presenting to a group concerning the operations of the agency.	Until no longer of administrative value/appraise for historical value	Paper Electronic		



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ADM-126	Video and/or audio recordings of Board of Trustee meetings	1 year after meeting date	electronic		
FIN-100	Annual Budget Appropriation	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved.	Paper Electronic		
FIN-101	Internal Audit Reports: Audit reports and work papers created by an agency's internal audit committee or similar functioning unit.	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved.	Paper Electronic		
FIN-102	State Audit Reports: Copies of audit reports issued by the Auditor of State.	Retain ten (10) years.	Paper Electronic		
FIN-103	Banking Documentation - Including records of deposits, periodic statements of balance, cancelled checks and reconciliations documentation.	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper		
FIN-104	W-4 Form	Until superseded or employee terminates	Paper		
FIN-105	W-2 Form	Retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
FIN-106	Administrative Service Contracts	After conclusion or termination of contract, retain for three (3) years after audited and after audit report has been released by the State Auditor	Paper Electronic		
FIN-107	Insurance Policies/Bonds	2 years after expiration provided no active lawsuits.	Paper		
GRA-100	Grant panelist forms and/or data.	Retain for until obsolete, superseded or replaced.	Paper Electronic		



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GRA-101	Materials created and/or submitted with eligibility check process including the PDF or other documents generated as part of this process.	1 year after end of grant cycle	Paper Electronic		
GRA-102	Narrative or written portion of application, including goals, for the grant cycle submitted by funded organizations .	3 years after end of grant cycle	Paper Electronic		
GRA-103	Narrative or written portion of reports submitted by Grant Recipients.	3 years after end of grant cycle	Paper Electronic		
GRA-104	Arts/Cultural support materials submitted with applications and/or reports.	1 year after end of grant cycle	Paper Electronic		
GRA-105	Organizational support materials submitted with applications and/or reports. (Not included in GRA-104)	3 years after end of grant cycle	Paper Electronic		
GRA - 106	Calculations of grant award amounts	1 year after end of grant cycle	Electronic		
GRA-107	Non-eligible Applicant Files: non-eligible intents to apply, eligibility checks and/or applications and corresponding eligibility documentation.	Retain 2 years from application date. No RC-1 needed.	Paper Electronic		
GRA-108	Service Contracts related to Grant Programming	3 years after conclusion or termination of agreement	Paper Electronic		
GRA-109	Grant Agreements	Retain for 3 years after audited and after audit report has been released by the State Auditor	Paper Electronic		
					No longer in use
GRA-111	Federal Grants Files and Reports Includes electronic and paper files associated with Federal grants.	Retain for a period of 3 years from the date of submission of the final Federal Financial Report	Paper Electronic		
HRE-100	Personnel records (includes applications and documents relating to hiring, promotion, demotion, transfer, reduction of force, dismissal, compensation, performance of training.) See HRE-102	Retain for the duration of employment. Destroy two (2) years after resignation, termination, death or retirement.	Paper Electronic		
HRE-101	Health Plan Applications: Includes employee benefits for health, dental, and disability	Active+ 1 year after end of employment	Paper Electronic		



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HRE-102	Personnel Employment History: record of service time, salary history, retirement information and waivers.	Permanent	Paper		
HRE-103	I-9 Forms	3 years after date of hire or 1 year after termination, whichever is later.	Paper		
HRE-104	Search Committee Records: Job postings, lists of candidates, final report, resumes, or any other documentation submitted or used by the search committee. (not hired)	1 year after position is filled	Paper/Electronic		
HRE-105	Position Descriptions	2 years after revised or updated	Paper Electronic		
HRE-106	Time-keeping Documentations- time sheets, requests for time off	One year after Audit is complete and released	Paper Electronic		
HRE-107	Unsolicited Resumes/Applications	6 months (no RC-3 required)	Paper Electronic		
HRE-108	Employer OPERS contribution retirement reports	5 years	Paper Electronic		
HRE-109	Documents Submitted to Enroll in Benefit Programs (changing, i.e. FSA)	1 year after documents are updated	Paper Electronic		
HRE-110	Workers Compensation Claims	7 years after termination of employment	Paper Electronic		
HRE-111	PEDACKN forms for OPERS	5 years from date of completion	Paper Electronic		
LEG-100	Records related to legal claims against an office and subsequent legal actions and court proceedings	5 years after case is closed and appeals are exhausted	Paper Electronic		