



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

CUYAHOGA COUNTY

DIVISION OF SENIOR & ADULT SERVICES

Administrative Operations

(local government entity)

(unit)

 (signature of responsible official)

Maria Daniels
 (name)

Program Officer 3
 (title)

May 1, 2012
 (date)

Section B: Records Commission

CUYAHOGA COUNTY

216-443-7250

(telephone number)

2905 FRANKLIN BOULEVARD
 (address)

CLEVELAND
 (city)

44113
 (zip code)

CUYAHOGA
 (county)

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

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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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

DIVISION OF SENIOR & ADULT SERVICES

Adult Protective Services (APS); Care Management Support; Options and Home Based Skilled and Support Services; Fee for Service and Ryan White

(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
2012 – 1	Adult Protective Service Risk Assessment, Investigations, Case Summaries and related	Retain three (3) years onsite. Records closed up to seven (7) years to be retained offsite. Seven (7) years or more to be destroyed.	Paper	
2012 – 2	Care Management Support Geriatric Assessment, Investigations, Case Summaries and related documents	Retain three (3) years onsite. Records closed up to seven (7) years to be retained offsite. Seven (7) years or more to be destroyed.	Paper	
2012 – 3	Options Health Assessment, Service Plans and related documents	Retain one (1) year onsite Records closed up to seven (7) years to be retained offsite. Seven (7) years or more to be destroyed.	Paper	
2012 – 4	Home Based Skilled and Support Services Clinical Records, Medicare and Medicaid Records	Retain one (1) year onsite Records closed up to seven (7) years to be retained offsite. Seven (7) years or more to be destroyed.	Paper	
2012 – 5	Fee for Service Ryan White	Retain one (1) year onsite Records closed up to seven (7) years to be retained offsite. Seven (7) years or more to be destroyed.	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.



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

DIVISION OF SENIOR & ADULT SERVICES

Information Outreach Unit, Professional Development Unit
 and Financial Services

(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
2012 – 1	Information Outreach Unit ADRN Records Heap Reports	Retain two (2) years onsite. Records closed up to seven (7) years to be retained offsite. Seven (7) years or more to be destroyed.	Paper	
2012 – 2	Professional Development Unit CEU's documentation Staff certification	Retain two (2) years onsite. Records to be closed up to three (3) years offsite. Three (3) years or more to be destroyed.	Paper	
2012 – 2	Fiscal Reports Transportation Records	Seven (7) years provided audited, and destroy	Paper	
2012 – 3	Employee Travel Records	Seven (7) years provided audited, and destroy	Paper	
2012 – 4	Utilities Reports Payments Reports	Seven (7) years provided audited, and destroy	Paper	
2012 – 5	Revenue Receipts and Deposit	Seven (7) years provided audited, and destroy	Paper	

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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

DIVISION OF SENIOR & ADULT SERVICES

Procurement & Contractual Services (PCS) and
 Administrative Operations

(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
2012 – 1	Procurement & Contract Service (PCS) Audit Reports Audit Work papers	Employee audits: Seven (7) years provided audited, and destroy; Provider audits: Seven (7) years provided audited, and destroy	Paper	
2012 – 2	Original Proposals, Awarded Contracts Vendor Communication Purchase Orders Office Voucher	Seven (7) years after end of contract.	Paper	
2012 – 3	CSSP Client Registrations Registrations Discrepancy forms, Batch	Seven (7) years after end of contract.	Paper	
2012 – 4	Admin. Operations CSR Reports Inventory Mileage Reports Survey Letter Results QA Reports Case Reviews	Retain one (1) year onsite Seven (7) years or more to be destroyed.	Paper or Electronic	

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