



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County Personnel Review Commission
 (local government entity) (unit)

Rebecca Kocjancki Rebecca Kocjancki Director 12-7-16
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Cuyahoga County 216-493-7350
 Records Commission (telephone number)

2905 Franklin Rd. S. Cleveland OH 44115 Cuyahoga
 (address) (city) (zip code) (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.

J. Leticia Colonna, Ph.D., Acting Chair 12-7-16
 (Records Commission Chair Signature) (Date)

Section C: Ohio Historical Society - State Archives

Amanda B. Barden Local Government Records Archivist 1/1/17
 (Signature) (Title) (Date)

Section D: Auditor of State

Martin E. Muehl 1-19-17
 (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.

OHIO HISTORY CONNECTION

DEC 19 2016

STATE AND LOCAL
 GOVERNMENT RECORDS

SEARCHED
2/2/17

Section E: Records Retention Schedule

(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
2016-01	Application Materials for unsuccessful applicants (PRC positions only).	Retain 1 year	Paper/ Electronic		<input type="checkbox"/>
2016-02 (see 2015-58)	Request for Reconsideration and any supporting documents.	Retain until imaged	Paper		
2016-03 (Supersedes 2015-09)	Candidates' original exam responses, including: Multiple-choice answer sheets (hand-written and computer entered), Constructed response forms (hand-written and computer entered), Computer files containing original responses, Audio and visual recordings of responses, Assessor scoring/rating forms, including writing samples, work samples, structured interviews, oral boards, etc.	Retain original paper and electronic copies 7 years from establishment of eligibility list, then destroy if of no administrative value	Paper / Electronic		
2016-04 (Supersedes 2015-10)	Certification files, including: Certification letter for first vacancy sent to Human Resources lead, Certification letter for each successive vacancy sent to Human Resources lead	Retain until imaged	Paper		
2016-05 (Supersedes 2015-10)	Certification files, including: Certification letter for first vacancy sent to Human Resources lead, Certification letter for each successive vacancy sent to Human Resources lead	Retain 7 years from establishment of eligibility list	Electronic		
2016-06 (Supersedes 2015-11A, 11B)	Classification Specifications	Retain 7 years	Electronic		
2016-07 (Supersedes 2015-12)	Class Plan Alpha Listing	Retain until superseded, replaced, obsolete, then destroy	Electronic		
2016-08 (Supersedes 2015-16)	County Classification system including proposed classifications and supporting documentation, Requests for Rule Change and supporting documents, Class Plan Revision Request Form	Retain until no longer needed for administrative use, then destroy	Electronic		
2016-09 (Supersedes 2015-18)	Eligibility list files, including: Original eligibility list, Requests for removal from list, Documentation provided by Human Resources or the Appointing Authority supporting the removal of name(s) or	Retain for life of eligibility list (up to 1 year)	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Forwards to Division of State or Local Records	(6) Forwards to Division of State or Local Records
	other maintenance of the eligibility list per Cuyahoga County Code 303.08(U). Notifications of removal from eligibility list, sent pursuant to above point, requests to extend eligibility lists, requests to share eligibility lists.				
2016-10 (Supersedes: 2015-20)	Exam administration materials, including: Examination Announcements, Administration manuals, Check-in and check-out logs, Completed statements of non-fraudulent behavior, Documents supporting identity of candidates (e.g., name change forms, marriage certificates, etc.), Candidate voluntary withdrawal forms.	Retain paper copies for life of eligibility list.	Paper		
2016-11 (Supersedes 2015-21)	Exam administration materials (see 2016-07)	Retain 7 years from establishment of eligibility list.	Electronic		
2016-12 (Supersedes: 2015-22)	Exam development materials, including: Complete applicant/candidate lists, Test plans, Source material used as basis for test items, Previous exam materials reviewed/used, Individual item files and subsets, including reviewer comments, Prior test materials, Final test materials, including audio/visual components, Study guides, Scoring keys, Cut score study documentation, Scoring outputs and test logs, Handscoring forms, Item and test level statistical analyses, Final technical validation report.	Retain paper copies for life of eligibility list.	Paper		
2016-13 (Supersedes 2015-23)	Exam development materials (see 2016-08)	Retain 7 years from establishment of eligibility list.	Electronic		
2016-14 (Supersedes: 2015-36)	Non-Bargaining Salary Schedules	Retain until superseded, replaced, obsolete, then destroy.	Electronic		
2016-15 (Supersedes: 2015-37)	Notifications to test applicants/candidates, including: Notifications of acceptance or rejection of applications based on minimum job requirements, Notifications of results of requests for reconsideration, Notifications of results of requests for reasonable accommodation for testing, Notifications of scheduled exam date, time, and location, Notification of results of requests for test rescheduling.	Retain 7 years from establishment of eligibility list.	Electronic		



(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 Requir ed by OHS LGRP
	Notifications of eligibility list establishment, Notifications of eligibility list removal, Notifications of results of requests for eligibility list restoration				
2016-16 (Supersedes 2015-45)	PRC Meeting Attendance Records	Retain until imaged	Paper		
2016-17 (Supersedes 2015-48)	PRC Meeting Agendas, Materials, and Attendance Records	Retain 7 years	Electronic		
2016-18	Requests for Test Rescheduling	Retain until imaged	Paper		
2016-19	Requests for Test Rescheduling	Retain 7 years	Electronic		
2016-20	Requests for Eligibility List Restoration	Retain until imaged	Paper		
2016-21	Requests for Eligibility List Restoration	Retain 7 years from establishment of eligibility list	Electronic		
2016-22	Comprehensive Position Questionnaire for Classification Plan Maintenance	Retain 7 years	Electronic		