



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 40

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Cuyahoga County Land Reutilization Corporation

(Local Government Entity)

(Unit)

Sarah G. Norman

Sarah G. Norman

Document Support Assistant

9/23/22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Cuyahoga County Land Reutilization Corporation Records Commission

216-698-2445

812 Huron Rd. E., Suite 800	Cleveland	44115	(Telephone Number) Cuyahoga
(Address)	(City)	(Zip Code)	(County)

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

[Signature]

9/23/22

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
1101	Minutes of Board Meetings	Permanent	Paper/digital		<input checked="" type="checkbox"/>
1102	Agendas	1 years	Digital		<input type="checkbox"/>
1103	Public Notices	1 year	Digital		<input type="checkbox"/>
1104	Public Comment Request Form	2 years	Paper		<input type="checkbox"/>
1105	Resolutions	Permanent	Paper/digital		<input checked="" type="checkbox"/>
1106	Media Request Forms	1 year after expiration	Paper		<input type="checkbox"/>
1108	Director's Designation of Representative Pursuant to ORC §1724.03(B)	1 year after expiration of Director's term	Paper/digital		<input type="checkbox"/>
1109	Board Production Report – Cumulative from 2009	After next quarterly update since cumulative	Paper/digital		<input type="checkbox"/>
1199	Unclassified Board Meeting Documents	1 year	Paper/digital		<input type="checkbox"/>
1201	Board Manual	Permanent	Digital		<input type="checkbox"/>
1202	Staff Reports	Permanent	Digital		<input checked="" type="checkbox"/>
1203	Board-Adopted Policies	Permanent	Paper/digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cayahoga County Land Reutilization Corporation**

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1204	Board Calendar	2 years after end of calendar year	Paper/digital		<input type="checkbox"/>
1205	Contribution Disclosure Form	Permanent [Current Version] Prior Version to next June 1 st .	Paper		<input type="checkbox"/>
1206	Board of Director Conflict of Interest Disclosure	Permanent	Paper/digital		<input type="checkbox"/>
1296	Board - Memoranda	5 years	Paper/digital		<input type="checkbox"/>
1297	Board – Unclassified Reg. Correspond.	3 years	Paper/digital		<input type="checkbox"/>
1298	Board - Unclassified E-mail Correspond.	3 years	Digital		<input type="checkbox"/>
1299	Unclassified Board Records	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2101.01	Mission Statement	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2101.02	CCLRC Priorities and Policies for Acquisition and Disposition of Properties	Permanent [Current Version]; Prior Versions – 5 years.	Paper/digital		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cayahoga County Land Reutilization Corporation**

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2101.03	CCLRC Strategic Planning Miscellaneous	5 Years after expiration of Plan	Paper/digital		<input type="checkbox"/>
2101.04	Legal and Administrative Land Administration Procedures	Permanent [Current Version]; Prior Versions – 5 years.	Paper/digital		<input type="checkbox"/>
2101.06	Customer Concern Log & Customer Satisfaction Surveys	5 years	Paper		<input type="checkbox"/>
2101.07	Speaker's Log	3 Years	Paper		<input type="checkbox"/>
2101.08	Volunteer Log	3 Years	Paper		<input type="checkbox"/>
2101.09	Formal Appointment of an Officer	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2101.10	Business plan	Permanent	Digital		<input type="checkbox"/>
2101.11	Visitor Logs	5 years after last entry	Paper		

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2101.12	CCLRC Subsidiary LLC Articles of Incorporation	Permanent	Paper		
2101.13	Other CCLRC subsidiary LLC governance/membership records	10 years after dissolution	Paper		
2102.01.1	Photos of Acquired Property	Permanent [Only picture on Property Record; other discrete property photos can be disposed of at next disposal date.]	Paper/digital		<input checked="" type="checkbox"/>
2102.01.4	Acquisition Protocols	Permanent [current version]; prior versions 5 years	Digital		<input type="checkbox"/>
2102.02	Requests for Direct Transfer	Permanent	Paper/digital		<input type="checkbox"/>
2102.03	REO/Third Party Sale/Purchase Agreement [CCLRC as Purchaser]	Permanent if closed; 3 years after execution date or termination, if not closed	Paper/digital		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2102.03.1	Residential Construction Agreement	Permanent	Paper/Digital		
2102.03.2	New Construction Application	Permanently (winning bidders); 3 years after disposal of parcel (losing bidders)	Paper		<input type="checkbox"/>
2102.03.3	Purchase Option [CCLRC as Purchaser]	3 years after expiration/exer cise of option	Paper/digital		<input type="checkbox"/>
2102.03.4	Donor Agreement	Permanent	Paper/digital		<input type="checkbox"/>
2102.03.5	IRS form 8283--Property Donation Form by Donor	Permanent	Paper/digital		<input type="checkbox"/>
2102.03.6	Procedures for Completing IRS Form 8283 (Noncash Charitable Contributions)	Permanent	Digital		<input type="checkbox"/>

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2102.03.7	Information to be Completed by Donor for IRS form 8283	Permanent [Current Version]	Digital		<input type="checkbox"/>
2102.03.8	Property Donation Application [Completed]	Permanent	Paper/digital		<input type="checkbox"/>
2102.03.9	Property Donation Guidelines	Permanent [Current Version] Next Disposal Date [Prior Version]	Digital		<input type="checkbox"/>
2102.04	Property Information Reports	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2102.05	Level 1--Property Inspection Report	Permanent, unless property is not acquired and not acted upon by CCLRC, then 5 years	Paper/digital		<input checked="" type="checkbox"/>
2102.05.1	Level 1/Spec Discrepancies Report	Permanent	Paper		<input type="checkbox"/>
2102.05.3	Price Review Forms & Broker Price Opinions	3 years after closing	Paper/digital		<input type="checkbox"/>
2102.05.4	Property profiles/Intake Forms from Common Pleas/Housing Court	Permanent	Paper/digital		<input type="checkbox"/>
2102.06	Conveyance Standards [CCLRC as grantee]	Permanent Prior Version – next occurring disposal date.	Digital		<input type="checkbox"/>

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2102.07	Request for Remittance of Property Taxes	3 years after closing, provided FY is audited	Paper/digital		<input type="checkbox"/>
2102.08	Verification (Inspector's for Land Affidavit)	If acquired, Permanent; if rejected or directed to city: 3 years after date	Paper		<input type="checkbox"/>
2102.09	Land Affidavit	If acquired, Permanent; if rejected or directed to city: 3 years after date	Paper		<input type="checkbox"/>
2102.09.1	Decision Matrix for Affidavit Review	Permanent (if accepted); 1 year from date (if rejected)	Paper		
2102.10	Waiver Evaluation - Appraisal	Permanent	Paper/digital		
2102.11	Settlement Statements	Permanent	Paper/digital		
2102.12	Miscellaneous Closing Documents	3 years after Closing	Paper/digital		
2102.15	Insurance for Acquired Property	5 years after expiration of policy	Paper/digital		
2102.16	Incumbency and Signature Certificate	Permanent [current]; prior version on next disposal date	Paper/digital		
2102.17	Notice to Proceed with Contracted Work (Other than pursuant to Municipal Agency	5 Years after Performance of Work or	Paper/digital		

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	Agreement and other than demolition-related; includes site finish or other work)	Contract Expiration, whichever occurs first.			
2102.18	Site Finish Termination	Permanent	Paper		
2103.01	Property Demolition Records (including Final Field Notes and Current Site Conditions)	Permanent	Paper/digital		
2103.01.1	Notice to proceed for Demolition Activities	7 years after performance of work or contract expiration, whichever occurs first	Paper/digital		
2103.02	Bid Specs for Demolition Contract	3 Years after expiration of awarded contracts	Paper/digital		
2103.03	Notice of Request for Proposals (Demolition)	1 Year after contract award	Digital		
2103.03.1	Demo bids not awarded or rejected	3 years after bid award	paper		
2103.03.2	Bid Tally Sheets	Permanent	Digital		
2103.04	Demolition Contract	Permanent	Paper/digital		
2103.05	Appointment of CCLRC as Demolition Agent	Permanent	Paper/digital		
2103.06	Assignment of Contract	Permanent	Paper/digital		
2103.06.1	Assignment of Judgment Lien	Permanent	Paper/digital		
2103.07	Affidavit re Collection of Total Cost of Demolition	Permanent	Paper		
2103.07.1	Release of Affidavit re: collection of demolition costs pursuant to ORC 715.261(E)	Permanent	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2103.07.2	Notice of Attachment of Statutory Lien for Nuisance Abatement	Permanent	Paper		
2103.08	Moving Ohio Forward Demolition Grant Program Information	2 years after closing	Digital		
2103.08.1	MOF Documents	2 Years after close of Grant Period provided audited	Paper/digital		
2103.08.2	MOF Subrecipient Agreement	2 Years after close of Grant Period provided audited	Paper/digital		
2103.09	Appointment of 3 rd Party as Power of Attorney for Demolition Application	Permanent	Paper/digital		
2103.10	Waiver in connection with Demolition Contract	Permanent	Paper/digital		
2103.11	Demolition Protocols	Permanent [current version]; Prior version-next occurring disposal date	Digital		
2103.15	Field Service Maintenance Photographs	3 years after property disposal	Paper/digital		
2103.16	Field Service Contracts (includes tree removal, animal control)	3 Years after Expiration	Paper		
2103.17	Clean Out Contract	3 Years after Expiration	Paper		
2103.18	Clean Out Notice to Proceed	3 Years after Expiration	Digital		

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2103.19	Field Service or Clean out Bid Packages [unawarded or unsuccessful]	3 Years after contract award	Paper		
2104.01.1	Level 2 inspection report	3 years after conveyance	Paper/digital		
2104.01	Property Renovation Records (final inspection)	Permanent	Paper		
2104.01.2	Photos of Renovation	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2104.02	Contractor Pre-Qualification Application Package [and supporting materials]	If complete, 2 years if not hired; permanent, if hired. If incomplete, 45 days from date of application	Paper		
2104.02.1	Pre-Qualification Response Lists	5 Years after award of contracts	Digital		
2104.02.2	Specialized contractor/vendor checklist & application	If complete, 2 years if not hired; permanent if hired. If incomplete 45 days from date of application	Paper		
2104.03	Contractor Capacity Form	2 years	Paper		
2104.04	Renovation Contracts	8 Years after performance or expiration	Paper		
2104.05	All other Vendor Contracts	7 years after execution	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2104.06	Waiver of Escrow Requirements in connection with Rehabilitation Plan	3 Years after disposal of the property	Paper		
2104.9	Contractor Guidelines (in-house renovation, including monitoring)	Permanent [current version]; prior version—next occurring disposal date	Digital		
2104.91	Renovation specs	Permanent	Digital		
2104.99	Unclassified Renovation Information	7 Years after performance or expiration	Digital		
2105.01	Property Disposition Records	Permanent	Paper/digital		
2105.01.1	CCLRC Disposition Checklist	3 years after property conveyance	Paper		
2105.02	Sale/Purchase Agreements [CCLRC as seller]	Permanent if closed; 3 years after execution date or termination, if not closed	Paper/digital		
2105.02.1	Information Checklist for Sale/Purchase Agreement [CCLRC as seller]	Same as required for Purchase Agreement to which it relates	Paper/digital		
2105.02.2	Property Purchase Application [CDC or Individual]	Permanent if closed; 3 years after execution date or termination, if not closed	Paper		

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2105.02.21	Non-profit program proposals and applications and supporting documents	Same as required for Purchase Agreement to which it relates or 2 years, whichever occurs first	Paper/digital		
2105.02.22	Non-profit letters of intent	Permanent if property sold to non-profit; 5 years if not	Paper/digital		
2105.02.3	Addendum to Sale/Purchase Agreement	Same as required for Purchase Agreement to which it relates	Paper/digital		
2105.02.4	Mutual Release and Termination Agreement [for Sale/Purchase Agreement [CCLRC as seller]]	Permanent	Paper/digital		
2105.02.5	Acquisition, Field Service and Development Agreement [CDC or Individual] [CCLRC as seller]	Permanent if closed; 3 years after execution date or termination, if not closed	Paper/digital		
2105.02.6	Sale/Purchase Agreement [CDC/individual/with or without work plan/deed-in-escrow]	Permanent if closed; 3 years after execution date or termination, if not closed	Paper/digital		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2105.02.7	Pass-Through Sale/Purchase Development Agreement	Permanent if closed; 3 years after execution date or termination, if not closed	Paper/digital		
2105.03	Affidavit re Conveyance to Prior Property Owner pursuant to Order to Vacate transfer from BOR to CCLRC	Permanent	Paper		
2105.03.1	Buyer's Instructions for Deed-in-Escrow Program	3 years after Deed released from Escrow	Paper		
2105.03.2	Notice of Violation of Deed-in-Escrow Program Purchase Agreement	Permanent	Paper/digital		
2105.03.3	Notice of Termination of Deed-in-Escrow Program Purchase Agreement	Permanent	Paper/digital		
2105.03.31	Agreement for Release of Equitable and other Claims [Deed-in-Escrow] with Purchase Agreement attached.	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2105.03.32	Release of Restrictive Covenant (Deed-in-Escrow)	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2105.03.33	Escrow Agreement and Power of Attorney for Completion of Improvements [Deed in Escrow Program]	Permanent	Paper/digital		
2105.03.4	Addendum 2 [Loan Agreement - Owner Advantage Plus] to Sale/Purchase Agreement	3 years after the last to occur of (i) delivery of the Deed-in-Escrow and (ii) payment in full of the Project Loan.	Paper/digital		
2015.03.5	Deed-in-Escrow Program Bid Form	1 year from date signed	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2105.03.51	Notice of Default	Permanent	Paper		
2105.03.6	Form of Disbursement Request [Owner Advantage Plus]	3 years after the last to occur of (i) delivery of the Deed-in-Escrow or (ii) payment in full of the Project Loan.	Paper/digital		
2105.03.7	Amendment to Real Estate Sale/Purchase Agreement	3 years after closing	Paper/digital		
2105.03.8	Release of Reversionary Interest	Permanent	Paper/digital		
2105.04	203K Financing Purchase Agreement	3 years after Purchaser's Re-conveyance returned to Purchaser	Paper/digital		
2105.06	Notice to Proceed with Renovation (Deed-in-Escrow Program]	3 Years After Transfer of Property to Buyer	Paper/digital		
2105.07	Option to Purchase (CCLRC as Seller)	3 years after expiration; if exercised, retain permanently and there is no separate sale agreement	Paper/digital		
2105.08	Owner-occupant buyer advantage program—bid form	3 years after closing	Paper/digital		
2105.09	Disposition Protocols	Permanent	Paper/digital		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2106.01	Side Yard Program Protocols	Permanent [Current Version]; Prior Version – next occurring disposal date	Digital		
2106.02	Declaration of Value	3 years after closing	Paper		
2106.03	Side Yard Application	3 years after Closing	Paper/digital		
2107.01	Environment Site Assessments, surveys and reports	Permanent [final or current version only] Prior Version – next occurring disposal date	Paper/digital		<input checked="" type="checkbox"/>
2107.01.1	Limited Hazard Investigation Report	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2104.01.2	Asbestos Abatement/Survey Contract	15 Years after performance or expiration	Paper/digital		
2107.02	NESHAP notice of demolition and renovation/abatement (a/k/a 10-day notices)	Permanent [Paper after 12/22/17 dispose after 1 year]	Digital/paper (if paper was created prior to 12/22/17)		
2107.03	Hazardous Materials documents (lead/asbestos/universal waste)	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2107.04	NESHAP violation notices and related documents	Permanent	Paper		
2107.06	Environmental Contracts [including Asbestos Abatement Project Agreements]	Permanent	Paper/digital		

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2107.07	NESHAP violation notices and related documents	Permanent	Paper		
2107.08	Environmental Protocols	Permanent [current version]; prior versions—next occurring disposal date	Digital		
2108	Maps; Surveys	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2109.01	Agreement for Deed in Lieu of Foreclosure	Permanent	Paper/digital		
2109.01.1	Notice of Default and Cure Period	Permanent	Paper/digital		
2109.03	Deed [any type]	Permanent	Paper		<input checked="" type="checkbox"/>
2109.07	Receipt and Waiver of Mechanics' Lien Rights	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2109.08	Conveyance in lieu of foreclosure	Permanent	Paper/digital		
2109.10.1	Rental Application and Tenant Rules	5 years after tenant vacates premises	Paper/digital		
2109.10.2	Mutual Release and Termination of Residential Lease	Permanent	Paper/digital		
2109.10.3	Notice of Termination of Lease and Demand to Vacate the Leased Property	Permanent	Paper/digital		
2109.10.4	Month-to-month lease agreement	5 years after expiration	Paper/digital		
2109.10.5	Lease with option to purchase	5 years after expiration	Paper/digital		
2109.10.6	Temporary Storage Lease	1 year after expiration	Paper		

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2109.10.7	Assignment of Lease	3 years after termination/ expiration	Paper		
2109.15	Agreement for Conveyance (any)	Permanent	Paper/digital		
2109.18	License for Entry and Waiver [blanket or temporary]	3 years after date executed	Paper/digital		
2109.19.1	Mortgage [all forms]	8 years after release/satisfac tion	Paper		
2109.19.3	Master Mortgage Form per ORC §5302.15	Permanent	Paper		
2109.19.4	Promissory Note	8 years after release/satisfac tion	Paper/digital		
2109.19.5	Satisfaction and Release of Mortgage	Permanent	Paper		
2109.19.6	Consent to Transfer Property Encumbered by Mortgage	One year after satisfaction and release of Mortgage	Paper		
2109.19.7	Security Agreement	Permanent	Paper		
2109.27	Power of Attorney for out of State Real Estate Owner	Permanent	Paper/digital		
2109.28	Limited Purpose Agency Agreement	5 years after Expiration	Paper/digital		
2109.29	Affidavit of Facts Relating to Title per ORC §5301.252	Permanent	Paper		
2109.3	Real Estate Research Agreement	5 Years after Expiration	Paper/digital		
2110	Title Work				

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2110.01	Title Policy	Permanent	Paper		
2110.02	Title Commitment	3 Years after the later of the issuance of Title Policy and Grant Retention Period	Paper		
2110.03	Misc. Title Work	3 Years after the later of the issuance of Title Policy and Grant Retention Period	Paper		
2111	Building Plans; Drawings	Permanent	Paper		<input checked="" type="checkbox"/>
2112.01	Memorandum of Understanding	3 Years after Expiration	Paper/digital		
2112.02	Protocols' Agreements	3 Years after Expiration	Paper/digital		
2112.03	Municipal Agency Agreement	Permanent	Paper/digital		
2112.03.1	Notice to Proceed (Municipal Agency Agreement)	Permanent	Paper/digital		
2112.03.2	Key to Municipal Agency Agreements	Permanent [Current only]	Digital		
2112.04	Master Cooperative Land Reutilization Agreement	5 Years after Expiration	Paper/digital		
2112.05	Municipal Assistance Agreement [Economic Dev. Project]	5 Years after Expiration	Paper/digital		
2114.01	Other Programmatic Contracts	3 Years after Expiration	Paper/digital		

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2114.02	Deconstruction Contract	3 Years after Expiration	Paper/digital		
2114.03	Memorandum of Understanding with CDC	3 Years after Expiration	Paper/digital		
2114.04	Independent Contractor Contract for showing property	1 Year after expiration	Paper/digital		
2114.05.1	CCLRC/NEORS Master Agency, Acquisition, Demolition, And Sale Purchase Agreement	5 Years after Expiration	Paper/digital		
2114.05.3	Acquisition, Demolition and Sale-Purchase Agreement for NEORS	Permanent	Paper/digital		
2114.06.1	NIP Loan Agreements [HHF or OHFA]	Through 12/31/2024 or 8 years after satisfaction and release, whichever is later	Paper/digital		
2114.06.2	NIP Master Mortgage [HHF or OHFA]	Through 12/31/2024 or 8 years after satisfaction and release, whichever is later	Paper		
2114.06.3	NIP –Cognovit Promissory Note [HHF or OHFA]	Through 12/31/2024 or 8 years after satisfaction and release, whichever is later	Paper		
2114.06.4	NIP –Mortgage [HHF or OHFA]	Through 12/31/2024 or 8 years after satisfaction and release, whichever is later	Paper		
2114.06.5	NIP – Release and Satisfaction of Mortgage	Through 12/31/24 or 8	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
		years after satisfaction and release, whichever is later			
2114.06.6	NIP – Lease-PUT Agreement	Permanent	Paper/digital		
2114.06.7	NIP – License Agreement	5 years after execution	Paper/digital		
2115.01	Adjudication of Foreclosure [Direct Transfer/Sheriff's Sale with or without notice]	Permanent	Paper		
2115.02	Confirmation of Sale [tax foreclosure]	Permanent	Paper		
2115.03	Pleadings and notices re: tax foreclosure	1 year after final order	Paper/digital		
2116.02	Proposed Value Notice from Co. Fiscal Officer	Earlier to occur of (i) 3 years provided updated notice received or (ii) sale of parcel	Paper		
2119	Municipal Forms and Certificates	Longer of 2 years or period specified in subset, if any	Paper/digital		
2120	Informal Bidding – Submissions Awarded	5 years after expiration of awarded contract	Paper/digital		
2121	Informal Bidding – Submissions Rejected	5 years after submission of bid	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
2122	Administrative and Legal Procedures Manual	Permanent [Current Version]; Prior Version – next occurring disposal date.	Digital		
2123	Program Flow Charts	Permanent [Current Version]; Prior Versions – 1 year after replacement	Digital		
2124	Program Consultant Job Postings	6 months after filling position	Digital		
2125.01	Fannie Mae Property Rosters	1 year	Paper/digital		
2125.02	FNMA Property Profiles	Permanent	Digital		
2126.01	REO Property Rosters	1 year	Paper/digital		
2126.02	REO Property Profiles	Permanent	Digital		
2127.01	HUD Property Rosters	1 year	Paper/digital		
2127.02	HUD Property Profiles	Permanent	Digital		
2128.01	Grant Awards [CCLRC as administrator of grant]	8 years after award if not covered by another provision	Paper/digital		<input checked="" type="checkbox"/>
2128.02	Grant Applications [CCLRC as administrator of grant]	8 years after award if not covered by another provision	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
2128.03	Other Grant Application Materials [CCLRC as administrator of grant]	8 years after award if not covered by another provision	Paper/digital		
2128.04	Grant Awards [CCLRC as applicant]	2 years after award if not covered by another provision	Paper/digital		
2128.05	Grant Applications [CCLRC as applicant]	2 years after award if not covered by another provision	Paper/digital		
2128.06	Other Grant Application Materials [CCLRC as applicant]	2 years after award if not covered by another provision	Paper/digital		
2130.01	Community Development Corporations [Loan Documents]	5 Years After Loan Is Fully Paid	Paper/digital		
2132	GSO and Private MOUs (government sponsored organization)	3 Years after Expiration	Paper/digital		
2135.01	Internal Staff Documents	Permanent unless of no administrative value, then 1 year.	Paper/digital		
2135.02	Internal Staff Meetings Agenda	3 months and no administrative value at time of disposition	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
2196	General Memorandum [non-legal]	5 years	Digital		
2197	Written Correspondence [any kind, legal or general]	5 years	Paper/digital		
2198	E-Mail Correspondence [any kind, legal or general]	5 years	Digital		
2199	Miscellaneous Administrative Records	3 years	Digital		
2201	Publications; Brochures	1 year after end of use	Paper/digital		
2202	News Releases	Permanent	Digital		<input checked="" type="checkbox"/>
2203	Newspaper Articles	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2205.01	Marketing Photographs/Videos	Permanent	Digital		<input checked="" type="checkbox"/>
2205.02	Photograph/video release form	Permanent	Digital		<input checked="" type="checkbox"/>
2206	Presentations	Permanent [current versions only]	Digital (including recordings)		
2207	Lobbying	Permanent	Paper/digital		
2208	Consulting Contracts	5 Years After Expiration (provided audited)	Paper/digital		
2209	Correspondence Substantiating Charitable Cash Contribution	Permanent	Paper/digital		
2210	Individual Correspondence Substantiating Charitable Cash Contributions	Permanent	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Cuyahoga County Land Reutilization Corporation

(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 LGRP	(6) RC-3 Required by LGRP
2230	Request for Proposals (RFP) and responses for Communications/Marketing Services	3 years after acceptance of proposal	Paper/digital		
2297	Marketing Regular Correspondence	5 years	Digital		
2298	Marketing E-Mail Correspondence	5 years	Digital		
2299	Unclassified Marketing Records	2 years	Digital		
2301.01	BOCC Resolutions related to incorporation of CCLRC	Permanent	Digital		<input checked="" type="checkbox"/>
2301.02	Agreement and Plan	Permanent	Digital		<input checked="" type="checkbox"/>
2301.03	Articles of Incorporation	Permanent	Digital		<input checked="" type="checkbox"/>
2301.04	Code of Regulations	Permanent	Digital		<input checked="" type="checkbox"/>
2303	Evidence of Tax-Exempt Status of CCLRC	Permanent	Paper/digital		
2304	Memoranda of Law	Permanent	Paper/digital		
2305.01	Litigation Documents [CCLRC as Plaintiff]	Permanent	Paper/digital		
2305.02	Litigation Documents [CCLRC as Defendant; non-tax foreclosure]	Permanent	Paper/digital		
2307.01	Eviction Proceedings and documents	Permanent	Paper/digital		
2307.02	Cash for Keys Agreement	Permanent	Paper		
2308	Miscellaneous Disputes	Permanent	Paper/digital		
2309	Comprehensive Ethics Policy	Permanent [Current Version] Prior Version – next	Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
		occurring disposal date			
2310	Receipt for, and Agreement to, Ethics Policy; Summary List	Permanent	Paper		
2311	Political Contribution Disclosure Form	Permanent [Current Version] Prior Version – next occurring disposal date	Digital		
2312	Opinions of Counsel	Permanent	Digital		
2313	Request for Proposals (RFP) for Legal Services	2 years after termination of legal services	Paper/digital		
2314	Responses to RFP for Legal Services	Simultaneously with related RFP	Paper/digital		
2399	Unclassified Legal Documents	2 years [Provided no longer of Administrative or Legal Value]	Paper/digital		
2401.01	Minutes of Meetings of CCLRC Records Commission	Permanent	Paper/digital		<input checked="" type="checkbox"/>
2401.02	Agendas – CCLRC Records Commission Meetings	2 years	Digital		
2401.03	Resolutions of CCLRC Records Commission	Permanent	Paper/digital		
2402.01	Record Retention Schedule Form RC-2	Permanent	Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
2402.02	Records Disposal Form RC-3	Permanent	Paper/digital		
2402.03	Record Retention Number System	Permanent [Current Version] Prior Version – next occurring disposal date	Digital		
2402.04	Application for One-Time Disposal of Obsolete Records – Form RC-1	Permanent	Paper/digital		
2403.01	Public Records Request Summary	5 years	Paper/digital		
2403.02	Public Records Requests	Permanent	Paper/digital		
2403.03	Form of Public Record Destruction worksheet	Permanent [Current Version] Prior Version – next occurring disposal date	Paper/digital		
2404	Records Retention Correspondence—written or email	5 years	Paper/digital		
2499	Unclassified Records Retention Materials	2 years	Paper/digital		
2501	NSP1 Application Documents	Permanent	Paper/digital		
2501.01	NSP1 General Correspondence & Documents	Permanent	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
2502	NSP2Acquisition Documents	10 years after expiration of grant [provided audit is complete]	Paper/digital		
2502.01	NSP Voluntary Acquisition of Foreclosed Property Informational Notice	10 years after expiration of grant [provided audit is complete]	Paper/digital		
2502.03	Sec. 3 Documents	10 years after expiration of grant [provided audit is complete]	Paper/digital		
2502.04	NSP2 Purchase Agreement [Third Party from CCLRC]	10 years after expiration of grant [provided audit is complete]	Paper/digital		
2503	NSP2 Agreements	Permanent	Paper/digital		
2503.01	NSP2 Correspondence and Misc. Documents	Permanent	Paper/digital		
2503.02	NSP2 Demolition documents	Permanent	Paper/digital		
2503.03	NSP2 Contracts	Permanent	Paper/digital		
2503.04	NSP 2 Loan Agreement Term Sheet	Permanent	Paper/digital		
2503.07	NSP 3 Correspondence, Agreements, and other documents	Permanent	Paper/digital		
2601	Summary of Staff Contracting Authority	Permanent [Current Version]; Prior Version – next	Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
		occurring disposal date			
3101	Officer Applications/ Resumés	Permanent	Paper/digital		
3102	Staff Applications/ Resumés	Permanent	Paper/digital		
3197	Correspondence Regular - Employment	5 years	Paper/digital		
3198	Correspondence Email - Employment	5 years	Digital		
3199	Unclassified Employment Applications/ Resumés	1 year	Paper/digital		
3201	Position Descriptions	Permanent [Current Version]; Prior Version – next occurring disposal date	Digital		
3202	Salary Schedules	Permanent	Paper/digital		
3204	Personnel Manual	Permanent	Digital		
3205	Staff Organizational Chart	Permanent	Digital		
3299	Unclassified Position Classification/Salary Structure Documents	Permanent	Digital		
3301	Health Insurance	Permanent	Paper/digital		
3303	Pension Benefits	Permanent	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(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 LGRP	(6) RC-3 Required by LGRP
3397	Correspondence Regular - Benefits	5 years	Paper/digital		
3398	Correspondence E-Mail - Benefits	5 Years	Digital		
3399	Unclassified Fringe Benefits Documents	Permanent	Paper/digital		
3401	Employee Personnel Files	Permanent	Paper/digital		
3401.01	Letter of Employment	Permanent	Paper/digital		
3401.02	Resignation/Termination Letter	Permanent	Paper/digital		
3401.03	Employee Commendation / Reprimand	Permanent	Paper/digital		
3401.04	Employment Agreement	Permanent	Paper/digital		
3401.99	Unclassified Employee Documents	Permanent	Paper/digital		
3501	Independent Contractor Contracts	Permanent	Paper/digital		
3501.01	Requests for Proposals for Contracts/Services not covered by other provisions	8 years after expiration of contract period	Paper/digital		
3501.03	Form of Independent Contractor Employment Agreement	Permanent [current version only]	Paper/digital		
4101	Chart of Accounts	Permanent [Current Version] Prior Version – next occurring disposal date after audit of year of applicability	Digital		
4102	CCLRC Financial Statements	Permanent;	Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(Local Government Entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
4103	Financial Audits	Permanent	Paper/digital		
4104	General Ledger	Permanent	Digital		
4105	Annual Accounts Payable Ledger	Permanent; monthly--3 years after audit	Digital		
4106	Grants and Other Accounts Receivable Ledger	Permanent; monthly—3 years after audit	Digital		
4107	Grant Revenue Report	10 years	Paper/digital		
4108	Purchase Order Procedures	Permanent [Current Version] Prior Version - 2 years after expiration provided audited	Digital		
4109	Fiscal Year Budgets	Permanent	Digital		
4110.01	Invoices and Check Requests – Acc'ts. Payable or receivable	3 years after payment provided audited	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
4110.02	Invoices for HHF activity	3 years past program end date	Paper/digital		
4110.03	Vendor ACH/Direct Deposit Authorization Form	3 years (provided audited)	Paper		
4111	Check Registers	Permanent	Paper/Digital		
4112	Checking Account Statements	Permanent	Paper/Digital		
4113	Deposit Records	Permanent	Digital		
4115	IRS Form 1099-Vendor	6 years	Paper/digital		
4119	Federal Grant Agreements	5 Years after the Compliance Audit	Paper		
4120	State Grant Agreements	10 Years after Termination provided audited	Paper		
4121	Private Grant Agreements	5 Years after Termination provided audited	Paper		
4122	Fixed Asset Ledger	Permanent	Digital		
4123	Expense Reports	2 years after audit	Paper/digital		
4123.01	Cell phone reimbursement policy and agreement	Permanent [current version]	Paper		
4124	Check Request Issuance Procedures	Permanent [Current Version]; prior	Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Cuyahoga County Land Reutilization Corporation

(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 LGRP	(6) RC-3 Required by LGRP
		version 1 year after audit			
4125	Investment Policy	Permanent [Current Version]; prior version 1 year after audit	Digital		
4125.01	Statements for CCLRC Investments	Permanent [Current Version]; prior version 1 year after audit	Paper/digital		
4126	Internal Control Procedures	Permanent [Current Version]; prior version 1 year after audit	Digital		
4127.02	Sample Direct Award Purchasing Procedures	1 year after obsolescence	Digital		
4127.03	Sample Requisition Procedures – Direct Award Under \$1,000	1 year after obsolescence	Digital		
4128	CCLRC Credit Card Procedures	Permanent [Current Version]; prior version 1 year after audit	Digital		
4128.01	Credit Card Acknowledgment Form	From date of issuance of corp. card to 1 year after surrender of card provided year is audited	Paper/Digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

(Local Government Entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
4128.02	Credit Card Agreements	5 Years after termination and full payment of balance	Paper/digital		
4129	Vendor Approval Procedures	Permanent [Current Version]; prior version 1 year after audit	Digital		
4130	Procedures for Penalty and Interest Draw from County CLRC Fund	Permanent [Current Version]; prior version 1 year after audit	Paper/digital		
4140	Use of Equipment Agreement (contractor or employee)	Until 1 year past termination	Paper		
4197	Corporate Finance Regular Correspondence	3 Years	Paper/digital		
4198	Corporate Finance E-Mail Correspondence	3 Years	Digital		
4199	Unclassified General Finance Records	3 years after audit	Paper/digital		
4201	Loan Agreements and Commitments	Permanent	Paper/digital		
4203	Other Bond/Loan Documents, Transcripts & Disclosures	Permanent	Paper/digital		
4206	Submissions to RFP for Underwriting Services	2 years after end of related contract for Underwriting Services	Paper		
4207	Bond Counsel Engagement Letters	Permanent	Paper/digital		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Cuyahoga County Land Reutilization Corporation**

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
4208	Financial Advisory Engagement Letters	Permanent	Paper/digital		
4210	Other Finance-related Engagement Letters	5 years after termination and full repayment	Paper/digital		
4301	Payroll Ledgers	Permanent	Paper/digital		
4302	Payroll Reports (Bi-monthly; Quarterly)	Permanent	Paper/digital		
4303	Employee Vacation; Personal Leave Records	1 year after audit	Paper/digital		
4304	W-2 Reports; W-4's (Employer copy)	Permanent	Paper/digital		
4305	Bureau of Employment Services Quarterly Reports	Permanent	Paper/digital		
4306	Federal Withholding & Deposit Reports	Permanent	Paper/digital		
4307	State Withholding & Deposit Reports	Permanent	Paper/digital		
4308	City Withholding & Deposit Reports	Permanent	Paper/digital		
4309	Payroll Service Add/Delete Employee Forms	5 years after termination provided audited	Paper/digital		
4310	Employee Absence Forms, Vacation/Sick Leave Requests	1 year after audit	Paper/digital		
4311	Employee Time Sheets	1 tear after audit	Paper/digital		
4312	Payroll Bank Account Statements	Permanent	Paper/digital		
4313	Payroll Check Register	Permanent	Paper/digital		
4397	Payroll/Tax Regular Correspondence	10 years	Paper/digital		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
4398	Payroll/Tax E-Mail Correspondence	10 years	Digital		
4399	Unclassified Payroll Records	5 years after audit of period	Paper/digital		
6101	Property Insurance	Permanent	Paper/digital		
6102	Liability Insurance	Permanent	Paper/digital		
6103	Insurance Reports re Acquisitions	3 years after disposition of property	Paper/digital		
6120	Volunteer Liability Waiver	2 years after execution	Paper		
6197	Insurance Regular Correspondence	5 years	Paper/digital		
6198	Insurance E-Mail Correspondence	5 years	Digital		
6199	Unclassified Insurance Records	5 years	Paper/digital		
7101	Computer Network Design Information	Permanent [Current Version] Prior Version – next occurring disposal date	Digital		
7102	Computer Reports	6 months after obsolescence	Digital		
7103	Computer/Communication Equipment Manuals	At the disposal of hardware	Paper/digital		
7104	Archives Documentation	Permanent	Digital		
7105	Software Manuals	At the time of disposal of software	Paper/digital		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
7105.01	Nonproprietary Manuals	3 years after the disposal of software	Paper/digital		
7105.02	Proprietary Manuals	3 years after the disposal of software	Paper/digital		
7106	System Security Logs	Permanent	Digital		
7107	Business Continuity Plan	Permanent	Digital		
7108	Hardware Contracts	3 years after termination of hardware contract	Paper/digital		
7109	Software Contracts and Licenses	3 years after termination of software contract	Paper/digital		
7110	Cuyahoga County Information Systems Service Order	1 year after completion of service order [provided audited]	Paper/digital		
7199	Unclassified Computer System Records	5 years	Digital		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
7201	Website Format and Information	Permanent [most current version only]	Digital		
7202	Website Instructions	Permanent [most current version only]	Digital		
7203	Website Design Contracts	5 years after completion of Project	Paper/digital		
7250.1	Social Media content (FaceBook, Twitter, Instagram, YouTube)	Permanent	Digital		
7250.2	Social Media Logs	Permanent	Paper		
7299	Unclassified Website Documents	2 years after removal from website, replacement or obsolescence	Digital		
7301	Computer Project Information	5 years after completion of Project	Paper/digital		
7302	Computer Project Contracts	5 years after completion of Project	Paper/digital		
7303	Computer Project Manual	Permanent	Paper/digital		
7399	Unclassified Computer Projects	Permanent	Paper/digital		
7401	Property Profile Software Licensing Agreements	Permanent	Paper/digital		
8101	Office Lease	Permanent	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
8102	Fixtures - Documentation	6 months after removal of fixture	Paper/digital		
8104	Other Equipment - Documentation	6 months after disposal of equipment	Paper/digital		
8105	Other Equip. Maintenance Contracts	3 years after termination of contract	Paper/digital		
8199	Unclassified Fixed Asset Documents	1 year after obsolescence or disposal of fixed asset	Paper/digital		
9101	Annual Financial and Audit Report (R.C. §1724.05)	Permanent	Paper/digital		<input checked="" type="checkbox"/>
9102	Special Reports to State Legislature	Permanent	Paper/digital		<input checked="" type="checkbox"/>
9199	Unclassified State Reports	Permanent	Paper/digital		<input checked="" type="checkbox"/>
9201	NSP 1 Report	Permanent	Paper/digital		<input checked="" type="checkbox"/>
9202	NSP 2 Report	Permanent	Paper/digital		<input checked="" type="checkbox"/>
9299	Unclassified Federal Reports	Permanent	Paper/digital		<input checked="" type="checkbox"/>
9301	Miscellaneous Staff Reports	Permanent	Paper/digital		<input checked="" type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
9399	Unclassified Miscellaneous Reports	Permanent	Paper/digital		<input checked="" type="checkbox"/>