

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES  
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)**

**POLICY STATEMENT**

**SUBJECT: RECORDS RETENTION**

**EFFECTIVE DATE: September 29, 2021**

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**PURPOSE**

To provide clear direction regarding the retention and disposition of records created and maintained by the ADAMHS Board.

**POLICY**

As a public office, the ADAMHS Board is subject to the jurisdiction and rules of the Cuyahoga County Records Commission pursuant to Ohio Revised Code section 49.38.

**PROCEDURE**

**A. Definitions**

1. "Records" includes any document, device, or item, regardless of physical form or characteristic, (e.g., paper, electronic, magnetic or optical storage, etc.), including an electronic record as defined in Ohio Revised Code section 1306.01, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office pursuant to Ohio Revised Code section 149.011(G).
2. "County Record Commission" means the entity which: (1) provides rules for the retention and disposal of county records, (2) reviews applications for one-time records disposal, and (3) approves schedules of records retention and disposal submitted by county offices pursuant to Ohio Revised Code section 149.38.

**B. Designation of Records and Staff**

1. The ADAMHS Board's "Schedule of Records Retention and Disposition" (Schedule), set forth in Paragraph C and corresponding Attachments hereof, was most recently approved by the Cuyahoga County Records Commission on April 22, 2015.
2. Each Department (Administrative/HR/Clients' Rights/Risk, Clinical and Programs, Compliance, Executive, External Affairs/Education & Training/Special Projects, Finance and Claims, and IT, QI/Evaluation & Research), shall be responsible for maintaining and managing the designated ADAMHS Board records according to the Schedule. Each Department shall seek to ensure that each record states an explicit effective date or date of creation, author and purpose.
3. The Chiefs of each Department and/or his/her designee shall coordinate their Department's compliance with the provisions of this Policy.

**C. Inventory of Records and Schedule of Retention and Disposition**

The designated ADAMHS Board Departments shall schedule, retain and dispose of the listed records for the periods specified by the following attachments:

- Attachment A: Records Retention Schedules (RC-2), Administrative/Human Resources/Clients' Right/Risk
- Attachment B: Records Retention Schedules (RC-2), Clinical and Programs
- Attachment C: Records Retention Schedules (RC-2), Compliance
- Attachment D: Records Retention Schedules (RC-2), Executive
- Attachment E: Records Retention Schedules (RC-2), External Affairs/Education & Training/Special Projects
- Attachment F: Records Retention Schedules (RC-2), Finance and Claims
- Attachment G: IT, QI/Evaluation & Research

**D. Destruction of Records**

1. At least once a year, on or before the first Monday in October, each Department shall review its records and propose to the Executive Council a list of records whose retention period has expired, and thus, are eligible to be destroyed according to the Schedule.
2. The Chief Executive Officer, upon the recommendation of the Executive Council, shall authorize the final list of records to be destroyed.
3. If records are discovered that need to be destroyed and are not included on the Schedule, the Department Chief shall provide the record's title, description, and media form to the Executive Council. If the CEO approves the disposition, the Director of Risk Management shall work with the relevant Departments to complete the "Application for One-Time Disposal of Obsolete Records" for submission to the Cuyahoga County Records Commission.
4. Prior to the actual records disposition that is authorized pursuant to the Schedule or pursuant to the approved "Application for One-Time Records Disposal," the Director of Risk Management will complete the "Certificate of Records Disposal" and submit it to the Cuyahoga County Records Commission at least twenty-one days prior to the planned disposition date. If no objections are received prior to the destruction date, the disposition of the records may proceed as authorized.

**E. Storage**

1. Prior to any records being placed into storage, that record's scheduled destruction date shall be placed on the file and storage box. This will aid in the timely and orderly destruction of records in storage.
2. The Chief Administrative Officer and/or Director of Risk Management shall be responsible for ensuring that all records placed in storage are reviewed annually to determine whether they are eligible for destruction in accordance with the process delineated in this Policy.

**F. Retention of Records Relevant to Litigation**

Upon receiving actual notice of litigation, or in the event that an employee reasonably anticipates litigation, all employees shall suspend the destruction of public records related to said litigation or anticipated litigation pursuant to this Policy and shall forward said public records to the Director of Risk Management who will implement a "litigation hold" on those public records to ensure the preservation of relevant documents. If an employee is uncertain as to whether the documents they are charged with retaining pursuant to this Policy are the subject of litigation, that employee shall contact his or her Supervisor and/or

the Director of Risk Management for direction.

#### **G. Multiple Copies of Records**

1. The ADAMHS Board is not required to maintain multiple copies of the same record. Duplicate copies may be disposed of without regard to this retention policy, provided one copy of such record is retained.
2. Prior to disposal of any record, ADAMHS Board staff shall check with the Department that is required to maintain the record as noted in the Schedule.
  - If that the designated Department is missing that record, the ADAMHS Board staff person in possession of that record will provide that Department with the record.
  - If the Designated Department possesses that record, the ADAMHS Board staff person may dispose of the record on their own.

#### **H. Electronically Stored Records (ESR)**

1. Electronically stored information includes "any designated documents or electronically stored information – writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations – stored in any medium from which information can be obtained either directly or, if necessary, after translation into a reasonably usable form.
2. Records that are stored electronically shall be stored as standard based supported document formats which are capable of being read with technology available to the ADAMHS Board staff and capable of being accessed and/or reproduced for the public records requests.
3. ADAMHS Board Staff should work with the Director of IT to ensure that ESR can be accessed and supported around such areas as:
  - File formats as it related to software support.
  - Maintenances and accessibility of encryptions passwords or passphrases in a security and accessible location to the user and IT department.
  - Storage location of files to ensure proper backup of such files are in place with the current backup supported protocols.
4. **Email:** An email message is considered to be a record or document created or received by a public office. Emails are to be treated as either Executive Correspondence or General Correspondence under the Board's retention policy. An attachment to an email must be separately classified according to its purpose and use; the classification under the appropriate Schedule of this policy will determine its retention period.
  - a. Only records which document the activities, policies and practices of a public office are official public records. Email messages which are NOT OFFICIAL RECORDS may be deleted/disposed immediately. Some examples are:
    - i. **Personal correspondence:** Any email not received or created in the course of business. For example, "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
    - ii. **Non-State Publications:** Publications, promotional material from vendors, and similar materials that are "publicly available" to anyone, are not official records unless specifically incorporated into other official records. In the electronic world, this includes Listserve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc. These items may be

immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publication or promotional flyer. However, for example, if you justify the purchase of a "Zippo Filing System" by incorporating the reviews you saved (from the "Files R Us Listserve") in your proposal to your boss, those Listserve messages become official records and must be retained in accordance with the retention schedule for purchasing proposals.

**Supersedes and retires:** Records Retention Policy effective-April 22, 2015

**References:** Ohio Revised Code sections 149.30, 149.38, 149.40  
42 U.S.C.1320d-1329d-8 and 45 CFR Parts 160, 162 and 164  
Ohio Attorney General's Office "Ohio Sunshine Laws 2020."  
Ohio History Connection's "Local Government Records Manual, 2017."

DocuSigned by:  
*Rev. Benjamin F. Gohlstin, Sr*  
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Rev. Benjamin F. Gohlstin, Sr.  
ADAMHS Board Chair

DocuSigned by:  
*Scott S. Osiecki*  
48881644F10B435...  
Scott S. Osiecki  
ADAMHS Board Chief Executive Officer

September 29, 2021  
Approval Date

September of 2024  
Review Date



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

DEC 09 2021

STATE AND LOCAL  
 GOVERNMENT RECORDS

**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**

Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, Ohio

(Local Government Entity)

(Unit)

*Scott S. Osiecki*

Scott S. Osiecki

Chief Executive Officer

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Cuyahoga County Records Commission

216-443-7250

3951 Perkins Ave.

Cleveland

Ohio 44114

(Telephone Number)

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

[jun@adamhsc.org](mailto:jun@adamhsc.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.

*Judith D. Cedeno, Ph.D. Acting Chair*

*12-8-21*

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Local Government Records Archivist

12/21/2021

Signature

Title

Date

**Section D: Auditor of State**

**Records Manager**

Signature

Title

Date

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
21-1	Accruals <ul style="list-style-type: none"> <li>• Vacation Time</li> <li>• Sick Time</li> <li>• Compensatory or Flex Time</li> </ul>	Until no longer of administrative value; final accrual report kept in permanent personnel file	Paper or electronic but paper for final accrual report		<input type="checkbox"/>
21-2	Annual Clients' Rights Report	10 Years	Paper or electronic		<input type="checkbox"/>
21-3	Arbitration Decisions	Permanent	Paper		<input checked="" type="checkbox"/>
21-4	Benefits Offered, including providers <ul style="list-style-type: none"> <li>• Medical/Prescription</li> <li>• Dental/Vision</li> <li>• Life Insurance</li> <li>• Flexible Spending Accounts</li> <li>• OPERS</li> <li>• Deferred Compensation</li> </ul>	6 years	Paper or electronic		<input type="checkbox"/>
21-5	Bulletins, Posters, and Notices to Employees	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
21-6	Bureau of Workers' Compensation Lost Time Claims: claims where eight or more calendar days are lost from work due to a work-related accident or illness (ORC 4123.52)	10 years after final activity	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
21-7	Bureau of Workers' Compensation, Medical Only Claims: claims where seven or fewer calendar days are lost from work due to a work-related accident or illness (ORC 4123.52) (HR)	10 years after final activity	Paper or electronic		<input type="checkbox"/>
21-8	Claims and Litigation Files, including: <ul style="list-style-type: none"> <li>• Federal and state court cases</li> <li>• Ohio Civil Rights Commission</li> <li>• EEOC</li> <li>• Workers' Compensation</li> <li>• Ohio Ethics Commission</li> </ul>	5 years after case is closed and claims exhausted	Paper or electronic		<input type="checkbox"/>
21-9	Collective Bargaining Agreements	Permanent	Paper		<input checked="" type="checkbox"/>
21-10	Continuing Education Certifications, Seminars, Training Attendance Records	Permanent	Paper		<input checked="" type="checkbox"/>
21-11	Contracts, including for <ul style="list-style-type: none"> <li>• Mental health, prevention, and addiction services</li> <li>• Operational contracts</li> <li>• Memoranda of understanding</li> <li>• Consulting</li> <li>• Professional services</li> <li>• Leases</li> </ul>	8 years after expiration (ORC 2305.06)	Paper or electronic		<input type="checkbox"/>
21-12	Deeds for Real Property Owned by the ADAMHS Board	Permanent	Paper		<input checked="" type="checkbox"/>
21-13	Directories, Lists, and Rosters, containing, for example, employee or department:	Until superseded	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>• Names</li> <li>• Titles</li> <li>• Phone Numbers</li> <li>• Email addresses</li> <li>• Assignments</li> </ul>	, obsolete, or replaced			
21-14	Drug/Alcohol Test Results: results of drug and/or alcohol tests taken by employees	6 years	Paper or electronic		<input type="checkbox"/>
21-15	Employee Background and Reference Check	6 years	Paper or electronic		<input type="checkbox"/>
21-16	Employee Benefits Records	6 years	Paper or electronic		<input type="checkbox"/>
21-17	Employee Incident/Accident Reports: personal Injury (not Workers' Comp claim)	6 years	Paper or electronic		<input type="checkbox"/>
21-18	Employee Medical Files <ul style="list-style-type: none"> <li>• FMLA request forms</li> <li>• Doctor's notes</li> </ul>	6 years	Paper or electronic		<input type="checkbox"/>
21-19	Employee Payroll Files and Direct Deposit Info <ul style="list-style-type: none"> <li>• W-4 form</li> <li>• Deferred compensation</li> <li>• Credit union enrollment</li> <li>• Union membership application</li> <li>• Verification for employment for loans</li> <li>• Garnishments</li> <li>• Child support payments</li> </ul>	Permanent	Paper		<input checked="" type="checkbox"/>
21-20	Ethics Forms	Permanent	Paper		<input checked="" type="checkbox"/>
21-21	General Correspondence (All Depts)	1 year	Paper or electronic		<input type="checkbox"/>



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SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>• Internal correspondence (letters, memos, e.g.)</li> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> <li>• Not attempting to influence policy</li> <li>• Emails (all types)</li> </ul>				
21-22	Grant Records	3 years after grant expires	Paper or electronic		<input type="checkbox"/>
21-23	Grievances/Complaints Database	10 years	Electronic		<input type="checkbox"/>
21-24	Grievances/Complaints Resolution Letters, including <ul style="list-style-type: none"> <li>• Client complaints</li> <li>• Correspondence with clients &amp; providers</li> <li>• Investigatory documents</li> </ul>	10 years	Paper or electronic		<input type="checkbox"/>
21-25	Immigration Form I-9, Employment Eligibility Verification	3 years after date of hire or 1 year after termination whichever is later	Paper or electronic		<input type="checkbox"/>
21-26	Incident Reports & Major Unusual Incidents (MUIs)	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
21-27	Insurance Policies for ADAMHS Board	2 years after expiration of policy,	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
		provided all claims settled and appeals exhausted (ORC 2305.10)			
21-28	Insurance Quotes and Renewal Information	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
21-29	Job Descriptions <ul style="list-style-type: none"> <li>Description of employee positions</li> <li>Job classes</li> </ul>	Until revised, superseded, or obsolete	Paper or electronic		<input type="checkbox"/>
21-30	Job Postings <ul style="list-style-type: none"> <li>Records created during recruitment process.</li> <li>Employment applications, not hired</li> <li>Resumes, not hired</li> <li>Background checks of applicants, not hired</li> <li>Drug tests of applicants, not hired</li> </ul>	2 years (29 CFR 1602.14; 29 CFR 1627.3)	Paper or electronic		<input type="checkbox"/>
21-31	Labor Union Dues Records <ul style="list-style-type: none"> <li>Correspondence</li> <li>Copies of checks</li> </ul>	6 years	Paper or electronic		<input type="checkbox"/>
21-32	Layoff Records: documents required to determine potential layoffs and displacement rights into other positions	6 years	Paper or electronic		<input type="checkbox"/>
21-33	Legal Opinions and Memoranda, from attorney representing the ADAMHS Board advising ADAMHS Board on legal issues	Permanent	Paper		<input checked="" type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
21-34	Monthly and Weekly Reports (All Depts) <ul style="list-style-type: none"> <li>• That document status of ongoing projects and issues</li> <li>• That advise supervisors of events and issues</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
21-35	Payroll Records	Permanent	Paper		<input checked="" type="checkbox"/>
21-36	Personnel Files <ul style="list-style-type: none"> <li>• Application</li> <li>• Appointment letter</li> <li>• Job description</li> <li>• Resume</li> <li>• Hiring papers</li> <li>• Evaluations</li> <li>• Correspondence noting salary changes</li> <li>• Grievances/Disciplinary actions</li> <li>• Final leave accrual report</li> </ul>	Permanent	Paper		<input checked="" type="checkbox"/>
21-37	Personnel Handbook	Permanent	Paper		<input checked="" type="checkbox"/>
21-38	Policies and Procedures <ul style="list-style-type: none"> <li>• Current</li> <li>• Past (superseded, replaced, rescinded)</li> </ul>	Permanent	Paper		<input checked="" type="checkbox"/>
21-39	Reimbursement Requests and Related Documents <ul style="list-style-type: none"> <li>• Trainings, seminars, and/or conferences</li> <li>• Professional Licenses</li> <li>• Tuition reimbursement</li> </ul>	6 years	Paper or electronic		<input type="checkbox"/>
21-40	Sign-In Sheets <ul style="list-style-type: none"> <li>• All Staff Meetings</li> <li>• All Managers Meetings</li> </ul>	3 years	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment A: Administrative, Human Resources,  
Clients' Rights & Risk  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>All Staff Trainings</li> </ul>				
21-41	Staff Lunch/Whereabouts Sheets	3 years	Paper or electronic		<input type="checkbox"/>
21-42	Staff Meeting Minutes and Agendas (All Depts) <ul style="list-style-type: none"> <li>Minutes and supporting records documenting internal policy decisions</li> </ul>	2 years	Paper or electronic		<input type="checkbox"/>
21-43	Timekeeping System Reports <ul style="list-style-type: none"> <li>Leave requests</li> </ul>	3 years	Paper or electronic		<input type="checkbox"/>
21-44	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
21-45	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>Phone messages</li> <li>Drafts</li> <li>Other limited documents which serve to convey information of temporary importance in lieu of oral communication</li> </ul>	Until no longer of administrative value, then destroy	Paper or electronic		<input type="checkbox"/>
21-46	Visitor Sign-in Sheets	3 years	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment B: Clinical and Programs  
(Supersedes all other retention schedules)

(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
21-1	Adult Care Facility Files, including complaints	6 years	Paper or electronic		<input type="checkbox"/>
21-2	Adult Residence Certification Standards for Permanent Housing and Supported Housing Sites	6 years	Paper or electronic		<input type="checkbox"/>
21-3	Audit Reports	6 years	Paper or electronic		<input type="checkbox"/>
21-4	Authorizations to Release Protected Health Information, Privacy Notices and HIPAA-related records	6 years	Paper or electronic		<input type="checkbox"/>
21-5	Community Capital Applications	6 years	Paper or electronic		<input type="checkbox"/>
21-6	Client Case Info/Files <ul style="list-style-type: none"> <li>• From agency</li> <li>• From service coordination team</li> </ul>	20 years after last contact with consumer	Paper or electronic		<input type="checkbox"/>
21-7	Concept/Position Papers and Plans	10 years	Paper or electronic		<input type="checkbox"/>
21-8	Coordinated Adult Residential Referral Applications	6 years	Paper or electronic		<input type="checkbox"/>
21-9	General Correspondence (All Depts) <ul style="list-style-type: none"> <li>• Internal correspondence (letters, memos, e.g.)</li> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment B: Clinical and Programs  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>Not attempting to influence policy</li> <li>Emails (all types)</li> </ul>				
21-10	Monthly and Weekly Reports (All Depts) <ul style="list-style-type: none"> <li>That document status of ongoing projects and issues</li> <li>That advise supervisors of events and issues</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
21-11	Probate Court/Involuntary Commitment (resulted in commitment)	20 years after last contact with consumer	Paper or electronic		<input type="checkbox"/>
21-12	Probate Court/Involuntary Commitment (did not result in hearing and/or commitment)	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
21-13	Program Forms	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
21-14	Provider/Agency Service Plans	Permanent	Paper		<input checked="" type="checkbox"/>
21-15	Reports. Official <ul style="list-style-type: none"> <li>Programs/System</li> <li>OhioMHAS mandated</li> </ul>	10 years	Paper or electronic		<input type="checkbox"/>
21-16	Residential Care Facility Census Reports	3 years	Paper or electronic		<input type="checkbox"/>
21-17	Residential Care Facility Licensure Applications	3 years	Paper or electronic		<input type="checkbox"/>
21-18	Staff Meeting Minutes and Agendas (All Depts) <ul style="list-style-type: none"> <li>Minutes and supporting records documenting internal policy decisions</li> </ul>	2 years	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment B: Clinical and Programs  
(Supersedes all other retention schedules)

(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
21-19	Surveys	10 years	Paper or electronic		<input type="checkbox"/>
21-20	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrati ve value	Paper or electronic		<input type="checkbox"/>
21-21	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>• Phone messages</li> <li>• Drafts</li> <li>• Other limited documents which serve to convey information of temporary importance in lieu of oral communication</li> </ul>	Until no longer of administrati ve value, then destroy	Paper or electronic		<input type="checkbox"/>
21-22	WRAP Around Program Application	6 years	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment C: Compliance  
(Supersedes all other retention schedules)

(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
21-1	Annual Compliance Review Report	Permanent	Paper	Paper	<input checked="" type="checkbox"/>
21-2	Compliance Review Checklist	6 years	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-3	Compliance Review Report	6 years	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-4	Compliance Summaries	6 years	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-5	Corrective Action Plan	6 years	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-6	General Correspondence (All Depts) <ul style="list-style-type: none"> <li>• Internal correspondence (letters, memos, e.g.)</li> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> <li>• Not attempting to influence policy</li> <li>• Emails (all types)</li> </ul>	1 year	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-7	Monthly and Weekly Reports (All Depts) <ul style="list-style-type: none"> <li>• That document status of ongoing projects and issues</li> <li>• That advise supervisors of events and issues</li> </ul>	1 year	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-8	Notification of Compliance Review	6 years	Paper or electronic	Paper or electronic	<input type="checkbox"/>
21-9	Provider Response & Documents	6 years	Paper or electronic	Paper or electronic	



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment C: Compliance  
(Supersedes all other retention schedules)

(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
					<input type="checkbox"/>
<b>21-10</b>	Staff Meeting Minutes and Agendas (All Depts) <ul style="list-style-type: none"> <li>• Minutes and supporting records documenting internal policy decisions</li> </ul>	2 years	Paper or electronic	Paper or electronic	<input type="checkbox"/>
<b>21-11</b>	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrative value	Paper or electronic	Paper or electronic	<input type="checkbox"/>
<b>21-12</b>	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>• Phone messages</li> <li>• Drafts</li> <li>• Other limited documents which serve to convey information of temporary importance in lieu of oral communication</li> </ul>	Until no longer of administrative value, then destroy	Paper or electronic	Paper or electronic	<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment D: Executive  
(Supersedes all other retention schedules)

(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
21-1	Board Member Information <ul style="list-style-type: none"> <li>• Documentation on individual appointments and terms served on the Board</li> <li>• Oaths of Office</li> </ul>	Permanent	Paper		<input checked="" type="checkbox"/>
21-2	Board of Directors Committee and Regular Meeting Minutes, Agendas and Resolutions	Permanent	Paper		<input checked="" type="checkbox"/>
21-3	Board of Directors Agenda Process Sheets	Permanent	Paper		<input checked="" type="checkbox"/>
21-4	Executive Correspondence, dealing with significant aspects of the administration of the ADAMHS Board offices, information concerning Board policies, programs, fiscal and personnel matters	2 years	Paper or electronic		<input type="checkbox"/>
21-5	General Correspondence (All Depts) <ul style="list-style-type: none"> <li>• Internal correspondence (letters, memos, e.g.)</li> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> <li>• Not attempting to influence policy</li> <li>• Emails (all types)</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
21-6	Meeting Notices-Notifying Public of Time and Place of Public Meeting	1 year	Paper or electronic		<input type="checkbox"/>
21-7	Monthly and Weekly Reports (All Depts)	1 year	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment D: Executive  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>• That document status of ongoing projects and issues</li> <li>• That advise supervisors of events and issues</li> </ul>				
<b>21-8</b>	Strategic Plans	Permanent	Paper		<input checked="" type="checkbox"/>
<b>21-9</b>	Staff Meeting Minutes and Agendas (All Depts) <ul style="list-style-type: none"> <li>• Minutes and supporting records documenting internal policy decisions</li> </ul>	2 years	Paper or electronic		<input type="checkbox"/>
<b>21-10</b>	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
<b>21-11</b>	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>• Phone messages</li> <li>• Drafts</li> <li>• Other limited documents which serve to convey information of temporary importance in lieu of oral communication</li> </ul>	Until no longer of administrative value, then destroy	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment: E: External Affairs, Education, Training  
& Special Projects  
(Supersedes all other retention schedules)

(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
21-1	ADAMHS Board Website (Archived)	Until information is superseded , obsolete or replaced	Electronic		<input type="checkbox"/>
21-2	Annual Budget Book	Permanent	Paper		<input checked="" type="checkbox"/>
21-3	Annual Community Plan	Permanent	Paper		<input checked="" type="checkbox"/>
21-4	Annual Report	Permanent	Paper		<input checked="" type="checkbox"/>
21-5	Audiovisual, Training, and Public Relations Materials, including social media	Until information is superseded , obsolete or replaced	Paper or electronic		<input type="checkbox"/>
21-6	Faith-Based Initiative Annual Report	Permanent	Paper		<input checked="" type="checkbox"/>
21-7	Faith-Based Initiative Provider Files: records relating to agencies providing services under contract with ADAMHS Board, including agency reports, evaluations, quality assurance plans, and related correspondence	6 years	Paper or electronic		<input type="checkbox"/>
21-8	General Correspondence (All Depts) • Internal correspondence (letters, memos, e.g.)	1 year	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment: E: External Affairs, Education, Training  
& Special Projects  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> <li>• Not attempting to influence policy</li> </ul> Emails (all types)				
<b>21-9</b>	Mailing Lists (email and mail)	Until updated, superseded, or obsolete	Paper or electronic		<input type="checkbox"/>
<b>21-10</b>	Monthly and Weekly Reports (All Depts) <ul style="list-style-type: none"> <li>• That document status of ongoing projects and issues</li> <li>• That advise supervisors of events and issues</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
<b>21-11</b>	Photo, Video & Information Release Form	3 years	Paper or electronic		<input type="checkbox"/>
<b>21-12</b>	Public Records Requests	3 years	Paper or electronic		<input type="checkbox"/>
<b>21-13</b>	Service Directory	Permanent	Paper		<input checked="" type="checkbox"/>
<b>21-14</b>	Staff Meeting Minutes and Agendas (All Depts) <ul style="list-style-type: none"> <li>• Minutes and supporting records documenting internal policy decisions</li> </ul>	2 years	Paper or electronic		<input type="checkbox"/>
<b>21-15</b>	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment: E: External Affairs, Education, Training  
& Special Projects  
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(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
21-16	Training Sign-in Sheets: non-staff training	3 years	Paper or electronic		<input type="checkbox"/>
21-17	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>• Phone messages</li> <li>• Drafts</li> <li>• Other limited documents which serve to convey information of temporary importance in lieu of oral communication</li> </ul>	Until no longer of administrative value, then destroy	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment F: Finance & Claims  
(Supersedes all other retention schedules)

(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
21-1	Account/Financial Records	5 years	Paper or electronic		<input type="checkbox"/>
21-2	Claims Files	6 years	Electronic		<input type="checkbox"/>
21-3	General Correspondence (All Depts) <ul style="list-style-type: none"> <li>• Internal correspondence (letters, memos, e.g.)</li> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> <li>• Not attempting to influence policy</li> <li>• Emails (all types)</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
21-4	Monthly and Weekly Reports (All Depts) <ul style="list-style-type: none"> <li>• That document status of ongoing projects and issues</li> <li>• That advise supervisors of events and issues</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
21-5	Provider Data Error Submission Reports	7 years	Electronic		<input type="checkbox"/>
21-6	Recall Reports	5 years	Electronic		<input type="checkbox"/>
21-7	Remittance Advices (Pass-through of Providers)	7 years	Electronic		<input type="checkbox"/>
21-8	Staff Meeting Minutes and Agendas (All Depts)	2 years	Paper or electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment F: Finance & Claims  
(Supersedes all other retention schedules)

(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
	<ul style="list-style-type: none"> <li>Minutes and supporting records documenting internal policy decisions</li> </ul>				
<b>21-9</b>	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
<b>21-10</b>	Title XX Records	5 years	Paper or electronic		<input type="checkbox"/>
<b>21-11</b>	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>Phone messages</li> <li>Drafts</li> <li>Other limited documents which serve to convey information of temporary importance in lieu of oral communication</li> </ul>	Until no longer of administrative value, then destroy	Paper or electronic		<input type="checkbox"/>
<b>21-12</b>	Trust Funds	7 years	Paper or electronic		<input type="checkbox"/>
<b>21-13</b>	UCI Request Forms	5 years	Electronic		<input type="checkbox"/>
<b>21-14</b>	Vouchers	7 years	Paper or electronic		<input type="checkbox"/>
<b>21-15</b>	Warrants	7 years	Paper or electronic		<input type="checkbox"/>
<b>21-16</b>	Weekly Error and Processing Logs for ADAMHS Board	7 years	Electronic		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD OF CUYAHOGA COUNTYAttachment G: IT, QI/Evaluation & Research  
(Supersedes all other retention schedules)

(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
21-1	Annual Provider Client Satisfaction Surveys	5 years	Paper or electronic		<input type="checkbox"/>
21-2	Annual Provider QI Plans	5 years	Paper or electronic		<input type="checkbox"/>
21-3	AOD Performance Outcomes Reports	5 years	Paper or electronic		<input type="checkbox"/>
21-4	AOD Quarterly Provider QI Reports	5 years	Paper or electronic		<input type="checkbox"/>
21-5	AOD Quarterly Provider Waitlists	5 years	Paper or electronic		<input type="checkbox"/>
21-6	General Correspondence (All Depts) <ul style="list-style-type: none"> <li>• Internal correspondence (letters, memos, e.g.)</li> <li>• Correspondence from individuals, providers, companies, and organizations</li> <li>• Requesting information</li> <li>• Not attempting to influence policy</li> <li>• Emails (all types)</li> </ul>	1 year	Paper or electronic		<input type="checkbox"/>
21-7	IT Equipment Inventories (documents showing list of equipment with their barcode numbers)	3 years after disposal	Paper or electronic		<input type="checkbox"/>
21-8	IT Equipment Warranties	Life of the equipment	Paper or electronic		<input type="checkbox"/>
21-9	Letters of Support	3 years	Paper or electronic		<input type="checkbox"/>

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SERVICES BOARD OF CUYAHOGA COUNTYAttachment G: IT, QI/Evaluation & Research  
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(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
21-10	Needs Assessment	20 years	Paper or electronic		<input type="checkbox"/>
21-11	Offsite Backup Data	1 year	Electronic		<input type="checkbox"/>
21-12	Outcomes Information	5 years	Paper or electronic		<input type="checkbox"/>
21-13	Periodic Reports	5 years	Paper or electronic		<input type="checkbox"/>
21-14	Quotes for IT Equipment and/or Services	Until no longer of administrati ve value	Paper or electronic		<input type="checkbox"/>
21-15	RFP/RFQ/RFI	8 years (ORC 2305.06)	Paper or electronic		<input type="checkbox"/>
21-16	Security Surveillance Footage	Use for one cycle then reuse provided no pending action	Electronic		<input type="checkbox"/>
21-17	Staff Meeting Minutes and Agendas (All Depts) <ul style="list-style-type: none"> <li>• Minutes and supporting records documenting internal policy decisions</li> </ul>	2 years	Paper or electronic		<input type="checkbox"/>
21-18	Terminated Employees Data/Work Files (All Depts)	Until no longer of administrati ve value	Paper or electronic		<input type="checkbox"/>
21-19	Transient Documents (All Depts) <ul style="list-style-type: none"> <li>• Phone messages</li> <li>• Drafts</li> <li>• Other limited documents which serve to convey</li> </ul>	Until no longer of administrati ve value,	Paper or electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
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Attachment G: IT, QI/Evaluation & Research  
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(Local Government Entity)

(Unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or LGRP</b>	<b>(6) RC-3 Required by LGRP</b>
	information of temporary importance in lieu of oral communication	then destroy			