



# CITY OF NORTH RIDGEVILLE

## OFFICE OF THE CLERK OF COUNCIL

Nancy Linden, Clerk of Council

Tara L. Peet, MMC  
Assistant Clerk of Council  
Lisa M. Ciofani  
Deputy Clerk of Council



North Ridgeville City Council  
Board of Zoning & Building Appeals  
Civil Service Commission  
Planning Commission

### RECORDS COMMISSION MEETING AGENDA

Monday, July 20, 2020

3:00 P.M. – CITY COUNCIL CHAMBERS

**Due to current restrictions associated with the ongoing coronavirus pandemic (COVID-19), physical attendance at the meeting is prohibited. This meeting will be live streamed on our YouTube channel at:**

**[www.youtube.com/channel/UCThTaGFRof\\_AOvxSYAzMNYg](https://www.youtube.com/channel/UCThTaGFRof_AOvxSYAzMNYg)**

**Interested parties may use the live chat feature to submit comments and questions during the meeting. Please submit comments or questions in advance to Tara Peet at [tpeet@nridgeville.org](mailto:tpeet@nridgeville.org) or call 440.353.1508.**

1. CALL TO ORDER: 3:00 P.M.
2. ROLL CALL:
3. MINUTES: December 4, 2019
4. APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE):
  - RC-2 – Police Department
5. ADDITIONAL BUSINESS:
6. ADJOURNMENT:

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**NORTH RIDGEVILLE RECORDS COMMISSION  
MEETING MINUTES  
DECEMBER 4, 2019**

Chairman Mayor Gillock called the meeting to order at 2:00 p.m. in the City Hall Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor David Gillock, Law Director Brian Moriarty, Resident Appointee, Sandy Hall, Auditor Jeffrey Wilcheck and Secretary Tara L. Peet, MMC.

**Minutes from the April 17, 2019 Record's Commission meeting**

Chairman Gillock asked for any corrections to the meeting minutes. No discussion was offered. The minutes stand approved as submitted.

Mayor Gillock stated the only thing on the agenda was the Auditor of State's bulletin which he didn't want to address and felt the new Mayor coming in should address it.

**Adjournment**

Chairman Gillock asked for any further discussion. No further discussion was offered.

The meeting was adjourned at 2:03 p.m.

These meeting minutes were approved on this \_\_\_\_ day of \_\_\_\_\_ 2020.

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Tara L. Peet, MMC  
Clerk of Council – Secretary

Administration	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2019-01	Internal Investigations (non-criminal)	Investigation result in written reprimand: <u>One</u> year provided no intervening disciplinary action taken against the employee during this period	Paper/ Electronic	
		Investigation result in time off/lost pay: <u>Five</u> years provided no intervening disciplinary action taken against the employee during this period	Paper/ Electronic	
2012-01	Recovery of Property Record	2 years after disposition of property	Paper	
2009-08	Citizen complaints against personnel	4 years provided no action pending	Paper	
2015-07	Treasurers deposit sheets (Copy)	Until no longer administratively needed.	Paper	
2011-19	Submitted reports to other governmental agencies	5 years	Paper/ Electronic	
2015-09	Completed hunting registration and related forms	2 years	Electronic	
2011-03	Monthly Reports	5 years	Electronic	
	Annual Department Budget Preparation Sheets	Until that year's budget is accepted by council	Paper/ Electronic	
	Criminal Analysis Reports	Until no longer administratively needed	Paper/ Electronic	
	Employee Grievance Forms	Seven years and no pending action	Paper	
	Memorandums	1 year	Paper/ Electronic	
	Copies of city permits	Until no longer administratively needed	Paper	
	Mutual Aid Agreement	Until suspended or revised	Paper	
	Off Duty Work - Sign Up Sheets	Until no longer administratively needed	Paper/ Electronic	
	Monthly/Daily Planners and Calendars	Until no longer administratively needed	Paper/ Electronic	
	Shift bid process forms	1 year	Paper	
	Receipt of Directive, Procedures, General Orders	Until policy is suspended, revised or receipted again	Electronic	
2015-04	Application/Permits – Block Party, Parades, Solicitation	Until no longer administratively needed	Paper	
2015-15	School safety drill forms (drills performed by schools)	5 years	Electronic	
2011-15	Time Sheets	3 years	Paper/ Electronic	
2012-02	Time Off Cards	3 years	Paper/ Electronic	
2011-07	UCR	5 years	Electronic	

<b>Alcohol Breath Testing Forms</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>For use by the Auditor of State or OHS-LGRP</b>
2016-01	BAC Calibration/RFI Tests:	3 years provided no action pending	Paper	
	Operators Permit	2 years or until renewed	Paper	
	BAC Test Result Form	3 years provided no action pending	Paper	
	Officer Proficiency Tests	3 years provided no action pending	Paper	

<b>Body WORN Camera System (BWCS) Recordings</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>For use by the Auditor of State or OHS-LGRP</b>
	Traffic Stop	30 days	Digital Media	
	Traffic Crash	90 days	Digital Media	
	Call for Service	30 days	Digital Media	
	Traffic Arrests (MM)	90 days	Digital Media	
	Traffic Arrests M1 – M4	180 days	Digital Media	
	Criminal (MM or Unclassified)	180 days	Digital Media	
	Criminal (M4 – M1)	2 years	Digital Media	
	All Felonies	7 years	Digital Media	
	Use of Force	1 year	Digital Media	
	Vehicle Pursuits	2 years	Digital Media	

CVSA	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2009-10	CVSA background reports(in house) if hired	Until no longer with agency and no actions pending	Paper/ Electronic	
	CVSA background reports (in house)	If not hired, 7 years.	Paper/ Electronic	
	CVSA background reports (other agency)	2 years	Paper/ Electronic	
	CVSA for Criminal Cases	Retention based upon criminal case retention periods	Paper/ Electronic	
	CVSA for administrative investigation	2 years provided no action pending	Paper/ Electronic	

Dispatch Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-01	Animal Trap Log	Until no longer administratively needed	Paper	
2015-12	Key logs	30 days	Paper	

Employee Related Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2009-1	Employee Injury Reports	Until no longer with agency and no actions pending	Paper	
	Quarterly Employee Evaluations	Until the employee is no longer employed by NRPD	Electronic	
	FTO Evaluations	Until the employee is no longer employed by NRPD	Electronic	
	Pre-Employment Background Reports	If hired, until no longer employed by agency. If not hired 7 years	Electronic	
2015-17	Employee Training records	Until the employee is no longer employed by NRPD	Electronic	
	Employee Training Requests	One (1) year	Paper	

Firearms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2009-17	Individual Officer Firearm Qualification Records	Until no longer with agency and no actions pending	Paper/ Electronic	
	Firearm Training Day Record	5 years an no action pending	Paper/ Electronic	
	Yearly Firearm Training Plan	10 years and no actions pending	Paper/ Electronic	
	Firearm Inventory Sheet	5 years	Paper/ Electronic	

Jail	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2016-02	Jail Video - booking/dayroom	30 days	Digital Media	
	Booking Photos	3 years	Electronic	
	Commitment/Release Orders	Place in Case Jacket. Retention will run with criminal case retention period	Paper/ Electronic	
	Book-In Records	3 years	Electronic	
	Inmate medical records/medication logs/medical bills/letters declining payment of bills	6 years	Paper/ Electronic	
	Visitation Logs	1 year	Paper	
	Rule 4 Waivers	2 years	Paper	
	Jail Incident Report	5 years	Paper/ Electronic	
	Jail Laundry Receipts	3 years	Paper	
	State Inspection Reports/Related Records	5 years	Paper/ Electronic	
	Jail maintenance records	2 years	Paper	
	Monthly NRPD Jail Inspection Reports	5 years	Paper/ Electronic	
2009-22	Inmate activity/check logs	2 years	Paper	
	Quarterly Jail Fire Drill Reports	2 years	Paper/ Electronic	
	Immigration Detainers	2 years	Paper	
	Jail Medical/Mental Health Plan	5 years	Paper/ Electronic	

Offense Reports	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2019-10	<b>NON-CHARGED CRIMINAL REPORTS</b>			
	NC misdemeanor offense reports	3 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Non-charged felony offense reports	6 years with the exception of the following:	Paper/ Electronic	
	<i>Aggravated Vehicular Manslaughter</i>	20 years for following offenses	Paper/ Electronic	
	<i>Involuntary Manslaughter</i>	20 years for following offenses	Paper/ Electronic	
	<i>Kidnapping</i>	20 years for following offenses	Paper/ Electronic	
	<i>Trafficking in Persons</i>	20 years for following offenses	Paper/ Electronic	
	<i>Unlawful Sexual Conduct with a Minor</i>	20 years for following offenses	Paper/ Electronic	
	<i>GSI</i>	20 years for following offenses	Paper/ Electronic	
	<i>Compelling Prostitution</i>	20 years for following offenses	Paper/ Electronic	
	<i>Aggravated Arson</i>	20 years for following offenses	Paper/ Electronic	
	<i>Soliciting or Providing Support for Acts of Terrorism</i>	20 years for following offenses	Paper/ Electronic	
	<i>Making Terroristic Threats</i>	20 years for following offenses	Paper/ Electronic	
	<i>Terrorism</i>	20 years for following offenses	Paper/ Electronic	
	<i>Criminal Possession of Chem., Biolog., Radiol., or Nuclear Weapon, Expl. Device</i>	20 years for following offenses	Paper/ Electronic	
	<i>Criminal Use of Chem., Biolog., Radiol., or Nuclear Weapon, Expl. Device</i>	20 years for following offenses	Paper/ Electronic	
	<i>Illegal assembly or possession of chemicals or substance for manufacture of prohibited weapons</i>	20 years for following offenses	Paper/ Electronic	
	<i>Money laundering in support of terrorism</i>	20 years for following offenses	Paper/ Electronic	
	<i>Aggravated Robbery</i>	20 years for following offenses	Paper/ Electronic	
	<i>Aggravated Burglary</i>	20 years for following offenses	Paper/ Electronic	
	<i>Burglary</i>	20 years for following offenses	Paper/ Electronic	

	<i>Aggravated Riot</i>	20 years for following offenses	Paper/ Electronic	
	<i>Felonious Assault</i>	20 years for following offenses	Paper/ Electronic	
	<i>Aggravated Assault</i>	20 years for following offenses	Paper/ Electronic	
	<i>Assault</i>	20 years for following offenses	Paper/ Electronic	
	<i>Rape</i>	25 years for following crime	Paper/ Electronic	
	<i>Murder</i>	There is no statute of limitations	Paper/ Electronic	
	<i>Aggravated Murder</i>	There is no statute of limitations	Paper/ Electronic	
	<i>Aggravated Murder</i>	There is no statute of limitations	Paper/ Electronic	
	<b>CHARGED CRIMINAL REPORTS</b>			
	Charged Misdemeanor Offense Reports	3 years provided no action pending	Electronic	
	Charged felony offense reports	6 years with the exception of the following:	Paper/ Electronic	
	<i>Convicted of the following but did not plead guilty or no contest:</i>			
	<i>Aggravated Murder</i>	30 year retention	Paper/ Electronic	
	<i>Murder</i>	30 year retention	Paper/ Electronic	
	<i>Voluntary Manslaughter</i>	30 year retention	Paper/ Electronic	
	<i>Involuntary Manslaughter</i>	30 year retention	Paper/ Electronic	
	<i>Aggravated Vehicular Manslaughter</i>	30 year retention	Paper/ Electronic	
	<i>Rape</i>	30 year retention	Paper/ Electronic	
	<i>Sexual Battery</i>	30 year retention	Paper/ Electronic	
	<i>GSI -victim is under the age of 18</i>	30 year retention	Paper/ Electronic	
		****Retention of the above is extended beyond 30 plus years if the following applies: 1) Offender is still in prison or on probation for offense. 2) Is required to register as a sexual offender. 3) There is pending civil litigation stemming from the offense.		

	<i>Convicted of the following and <u>plead guilty or no contest:</u></i>			
	Aggravated Murder	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Murder	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Voluntary Manslaughter	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Involuntary Manslaughter	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Aggravated Vehicular Manslaughter	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Rape	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	Sexual Battery	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	GSI -victim is under the age of 18	5 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system
	<i>Other Police Reports:</i>			
	Suicide/Unintentional Death Reports -As declared by LC Coroner	6 years provided no pending action	Paper/ Electronic	
2009-07	Child Abuse reports	7 years provided no pending actions	Paper/ Electronic	
	Non-criminal informational reports	1 years	Electronic	*Destroy paper copy once scanned into computer system
2006-03	Animal Bite Reports	3 years provided no action pending	Electronic	*Destroy paper copy once scanned into computer system

Police Work Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2011-11	Aggression/Resistance Form	3 years and no actions pending	Electronic	*Destroy paper copy once scanned into computer system
2015-13	Vehicle Lockout Forms	1 year	Paper	
2011-10	Ride along forms	3 years	Electronic	*Destroy paper copy once scanned into computer system
2012-04	Vehicle Pursuit Forms	3 years	Electronic	*Destroy paper copy once scanned into computer system

Record Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-03	Audio recordings of police radio and telephone conversations	180 days provided no action pending	Electronic	

2015-06	Credit card receipts for bond purposes	Place in corresponding case jacket. Retention based upon criminal case retention periods.	Paper	
2009-14	Dispatch CAD logs	7 years	Paper/ Electronic	
2015-08	Expungement Reports	Place in corresponding case jacket. Retention based upon criminal case retention period.	Paper/ Electronic	
2009-16	Fingerprint paper cards	50 years unless forwarded to a state or federal agency		
2015-09	Incident logs	3 years	Electronic	
2009-23	Master Name Index	Permanent	Paper/ Electronic	
	Building Security Cameras	30 days	Digital media	
	LEADS Audit Report	3 years		
2009-09	LEADS Printouts/CCH	Until no longer administratively needed. Not a public record	Paper	
	LEADS/FBI Audit	1 year	Paper	
	LEADS TRAINING RECORDS	Maintain for duration of employment	Paper	
	Courts motions for disposal of property forms	Place in case file and run concurrent with case retention	Electronic	*Destroy paper copy once scanned into computer system
	Media Releases	Place in case file and runs concurrent with case retention	Electronic	*Destroy paper copy once scanned into computer system
	Temporary Protection Orders	Until cancelled or suspended – sent back to court	Paper	
	Receipt Books	5 years	Paper	

Services	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-10	Completed Disposal of Impounded Vehicle Forms	3 years	Electronic	
	Gov. Deals Auction/Sale Transaction Forms	3 years	Electronic	
	Mayor Permission Letters for disposal of city owned property	5 years	Electronic	
2015-18	Police Vehicle Maintenance Requests/Records	Life of vehicle while owned by City	Paper/ Electronic	
	Building Maintenance Requests/Records	5 years	Paper	
	Generator maintenance checks	Life of equipment for city use	Paper	
	Building/Jail Exterminating Records	2 years	Paper	
	Animal Trap Forms	Until no longer administratively needed	Paper	

Traffic Related Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-16	Voided Traffic Citations/Traffic Ticket Logs	3 years	Paper	
2009-30	Written Warnings/Correction Orders	1 year	Paper	
2009-27	Crash Reports and related documents	3 years	Electronic	
2011-08	Traffic Detail Productivity Sheets	3 years provided no action pending	Electronic	
	Federal Traffic Grant Forms/Financial Submissions	As specified in grant	Paper/ Electronic	
2009-29	Vehicle Tow Sheets	3 years	Paper	
2015-05	Correction Order	1 year	Paper	
	Report of Violation of School Bus Red Lights Reports/Associated Video	180 days	Electronic	