

Chairman Kevin Corcoran, Mayor
Robert Esper, Member
April Wilkerson, Auditor
Brian Moriarty, Law Director



RECORDS COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
AGENDA OF Thursday, July 13, 2023
2:00 PM

CALL TO ORDER

ROLL CALL

MINUTES

Records Commission meeting minutes of December 15, 2022

APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE)

- Office for Older Adults – RC-2

ADDITIONAL BUSINESS

ADJOURNMENT

Meetings are broadcast on the North Ridgeville YouTube channel at:
www.youtube.com/channel/UCThTaGFRof_AOvxSYAzMNYg

Visit the City Council webpage to access agenda items:
<http://www.nridgeville.org/Council.aspx>

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 15, 2022**

Chairman Kevin Corcoran called the meeting to order at 2:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor Kevin Corcoran, Robert Esper, Assistant Law Director Toni Morgan, and Assistant Clerk of Council Fijabi Gallam.

Auditor April Wilkerson was excused.

Minutes from the June 28, 2022, Record's Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered.

It was moved by Esper and seconded by Chairman Corcoran to approve the Records Commission Meeting Minutes dated June 28, 2022.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Mayor's Office

The Assistant Clerk of Council remarked that the Mayor's Office updated the following:

- Updated the retention schedule numbers,
- Added “no longer administratively needed or supersede process” to some of the retention schedule lines that reference copies from other departments,
- Moved all of the employee files to the HR retention schedule, and
- Added the recording of video and social media retention schedule verbiage.

It was moved by Chairman Corcoran and seconded by Esper to approve RC-2 for the Mayor's Office.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Safety Service Director's Office

The Assistant Clerk of Council remarked that the Safety Service Director's Office updated the following:

- Updated the retention schedule numbers,
- Added “no long administratively needed or supersede process” to some of the retention schedule lines that reference copies from other departments, and
- Moved all of the employee files to the HR retention schedule.

Chairman Corcoran wanted to know if the City receives Taxi Cab permits.

Mrs. Gallam explained that the City receives at least once a year. The regulations for Taxi Cab permits are still in the City of North Ridgeville Code.

It was moved by Chairman Corcoran and seconded by Esper to approve the RC-2 Safety Service Director's Office

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Additional Business

No additional business.

Adjournment

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

The meeting was adjourned at 2:05 p.m.

These meeting minutes were approved on this ____ day of _____ 2022.

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary



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

North Ridgeville

Office for Older Adults

(Local Government Entity)

(Unit)

Emily Lockshine

Director

07-07-2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

fgallam@nridgeville.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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

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

See instructions before completing this form.

City for North Ridgeville

Office for Older Adults

(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
2015-01	Balance Sheets– bookkeeping including money in and out for OFOA	3 years	Paper Electronic		☐
2015-02	Cash Books/ – Recordkeeping for bank deposits and deposits to the Treasurer	3 years	Electronic		☐
2015-03	Client Payment Files-to include billing information, payments, etc.	3 years	Electronic		☐
2015-04	Driver logs - to include transportation slips, driving logs and activity sign-in sheets	Until no longer admin. necessary	Paper		☐
2015-05	Request for Proposals – proposals and contracts for grant funding	2 years	Paper Electronic		☐
2022-01	Social Media - Job postings, Live Speech videos, Public meeting notices, Correspondence, Public Service Announcements, policies, and Project documents (All considered not an original of the record that is reflected on the department's RC-2 and RC-2 All-City General)	Until No longer administratively needed or Until superseded	Electronic		☐
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