CITY OF NORTH RIDGEVILLE

North Ridgeville City Hall
7307 Avon Belden Road
North Ridgeville, Ohio 44039

RECORDS COMMISSION MEETING
AGENDA
Wednesday, June 20, 2012
2:00 P.M. – MAYOR'S CONFERENCE ROOM

1. **CALL TO ORDER: 2:00 P.M.**

2. **ROLL CALL:**

3. **MINUTES: December 12, 2011**

4. **APPROVAL OF RC-1** (ONE-TIME DISPOSAL OF OBSOLETE RECORDS)
   - **A. Clerk of Council (Old Township Records)**

5. **APPROVAL OF RC-2** (RECORDS RETENTION SCHEDULE)
   - **A. All City General**
   - **B. Board of Zoning & Building Appeals**
   - **C. Building Department**
   - **D. Cemetery-Clerk of Council**
   - **E. Civil Service Commission**
   - **F. Clerk of Council**
   - **G. Fire Department**
   - **H. French Creek Waste Water**
   - **I. Office of Older Adults**
   - **J. Planning Commission**
   - **K. Police Department**
   - **L. Safety Service Director**
   - **M. Service Department**
   - **N. Treasurer's Office**
   - **O. Utilities Department**

6. **TRANSFER OF RECORDS TO NORTH RIDGEVILLE HISTORICAL SOCIETY**

7. **ADDITIONAL BUSINESS**

8. **ADJOURNMENT**