



CITY OF NORTH RIDGEVILLE

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

RECORDS COMMISSION MEETING AGENDA

**Monday, June 13, 2011
2:00 P.M. – COUNCIL CONFERENCE ROOM**

- 1. CALL TO ORDER: 2:00 P.M.**
- 2. ROLL CALL:**
- 3. MINUTES: 2010 meeting minutes not located**
- 4. APPROVAL OF RC-1 (ONE-TIME DISPOSAL OF OBSOLETE RECORDS)**
 - A. Clerk of Council**
 - B. Income Tax Department**
 - C. Police Department**
 - D. Clerk of Court**
 - E. Civil Service Commission**
 - F. Planning Commission**
- 5. APPROVAL OF RC-2 (RECORDS RETENTION SCHEDULE)**
 - A. Clerk of Council**
 - B. Computer Services**
 - C. All-City General**
 - D. Board of Zoning and Building Appeals**
 - E. Civil Service Commission**
 - F. Planning Commission**
 - G. Police Department**
 - H. Engineering**
 - I. Fire Department**
 - J. Parks & Recreation**
 - K. Clerk of Court**
- 6. APPROVAL OF UPDATE TO RECORD'S POLICY**
 - A. Insert of "transient records"**
- 7. RECORD'S LAWS**
 - A. Publication from Isaac, Brant, Ledman & Teetor, LLP**
 - B. Case Law Updates from Ohio Attorney General Mike DeWine**
- 8. ADDITIONAL BUSINESS**
- 9. ADJOURNMENT**