

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



Records Commission
CITY HALL COUNCIL CHAMBERS
AGENDA OF JUNE 26, 2024
2:00 PM

CALL TO ORDER

ROLL CALL

MINUTES

Records Commission Meeting Minutes dated December 18, 2023

NEW BUSINESS

Approval of RC-2: (Records Retention Schedule)

Public Utilities Division – RC-2

Engineering Division – RC-2

Building Division – RC-2

Office for Older Adults – RC-2

ADDITIONAL BUSINESS

Amending the Public Records Policy and Section 222.03 Fees for Copies

ADJOURNMENT

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 18, 2023**

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, Finance Director April Wilkerson, Assistant Law Director Toni Morgan, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the July 13, 2023 Record's Commission meeting

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

The minutes were approved as submitted.

Approval of RC-2 – Parks and Recreation Division

The Assistant Clerk of Council remarked that the Parks and Recreation Division Director updated the following:

- Added Retention Period “Scan paper and then discard” and the Media Type for 2 years after expiration “Electronic” from Schedule Number 2011-02.
- Schedule Item 2023-01 has been included to encompass Contracts in the retention schedule.

The commission members wanted to know the State statute limitations for contracts.

It was moved by Mayor Corcoran and seconded by Esper to approve the RC-2 for the Parks and Recreation Division by changing the retention period for Schedule Number 2011-02 and 2023-01 to “15 years after expiration or termination”.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the RC-2 for the Office for Older Adults with the changes.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Office for Older Adults

The Assistant Clerk of Council remarked that the Office for Older Adults updated the following:

- Removed the Media Type “Paper” from Schedule 2015-01 and 2015-05.

Finance Director Wilkerson suggested a change.

It was moved by Wilkerson and seconded by Corcoran to amend the RC-2 for the Office for Older Adults by adding “after Annual Audit” immediately after 3 years” under the Retention Period for Schedule Number 2015-01 and 2015-05.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the RC-2 for the Office for Older Adults with the changes.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Fire Department

The Fire Chief remarked that the Fire Department updated the following:

- Removed the Media Type “Paper” under Schedule 2011-02.
- Inserted “(Kept by Dispatch)” under Record Title and Description and removed the Media Type “Paper” under Schedule 2011-02.
- Added the Media Type “Electronic” under Schedule 2010-09.
- Removed the Media Type “Paper” under Schedule 2010-10.
- Removed “Salary history, leaves balances, taxes paid” under Record Title and Description because the Finance Department keeps it under Schedule 2011-04.
- Inserted “and Exposure Form” under Record Title and Description under Schedule 93-11.
- Removed the Retention Period “10 years” and Media Type “Paper” under Schedule 2010-14.
- Removed the Media Type “Paper” from Schedule 93-19.
- Added the Retention Period “10 years” and Media Type “Electronic” under Schedule 2011-09. Also, removed the Media Type “Paper” from Schedule 2011-09.
- Added Media Type “Electronic” under Schedule 2011-10. Also, removed the Media Type “Paper” under Schedule 2011-10.
- Added Media Type “Electronic” under Schedule 2011-11. Also, removed the Media Type “Paper” under Schedule 2011-11.
- Added Media Type “Electronic” under Schedule 2010-29. Also, removed the Media Type “Paper” under Schedule 2010-29.
- Revised the Retention Period to “5 years after violation corrected”, added Media Type “Electronic”, and removed the Media Type “Paper” under Schedule 2010-30.
- Added the Retention Period “Until No longer administratively needed or Until superseded”, and added Media Type “Electronic” under Schedule 2010-31.
- Added Schedule 2023-01 with Record Title and Description of “Grant Applications and supporting documents”, Record Period “Until No longer administratively needed”, and Media Type “Electronic”.

Finance Director Wilkerson suggested a change.

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the RC-2 for the Office for Older Adults with the changes.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Clerk note: The commission voted on the Parks and Recreation RC-2 based on the contracts and agreements recommended retention.

Additional Business

The Assistant Clerk of Council Fijabi Gallam, mentioned that they are considering raising the fees for copies of records request.

Adjournment

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

The meeting was adjourned at 2:22 p.m.

These meeting minutes were approved on this ____ day of _____ 2024.

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 5

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

City of North Ridgeville

~~Division of Public Utilities Department~~

(Local Government Entity)

(Unit)

Tara L. Peet

Director of ~~Public Utilities~~Community Services—

~~12/09/2021~~06/06/2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

440.~~490.2049353-1508~~

7307 Avon Belden Road

North Ridgeville

44039

(Telephone Number)

Lorain

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: ~~fgallamsma@nridgeville.org~~

Field Code Changed

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 of North Ridgeville

Utilities Department

(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
2024 202 4-01	<i>Address file</i> • Correspondence • Water contract • ID • Readings • Adjustment cards (no longer created) Adjustment cards • Meter installation info • Final reads & sheets • Leak investigation • Ach authorization • Manual meter reads • Nsf notification • Water bill stubs (Avon & Village of Sheffield only) • Other data relevant to the owner/address	Destroy paper once digitally stored Permanent	Paper Elec tronic Electronic		☐
2024 202 4-02	<i>Appointment books</i> –scheduling of service staff for water meter install, water shut off, water turn on, meetings, etc.	1-year Until no longer admin needed	Paper Elec tronic		☐
2024 202 4-03	<i>Billing system-Muni-Link/Invoice Cloud</i> • Customer tab-includes account number, address, phone, email, notes pertaining to account • Service tab-active services • Current and past due amounts • Deposit history • Financial summary • Financial detail • Reading history	3-years Life of software system	Electronic		☐

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

See instructions before completing this form.

City of North Ridgeville

Utilities Department

(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
	<u>Various billing/reading reports</u>				
2021-04 2024-04	<u>Deposit slip tickets/paper receipts</u> <u>breakout/receipts from Treasurer</u>	<u>3 years</u> <u>Destroy paper once digitally stored</u> <u>3 years</u>	<u>Paper</u> <u>Electronic</u>		☐
2021-05	<u>EPA monthly distribution report</u>	<u>3 years</u>	<u>Electronic</u>		☐
2021-06	<u>French Creek Wastewater Treatment Plant master meter invoices (Marsh MeB) for sanitary sewer—Avon, North Ridgeville, Village of Sheffield</u>	<u>3 years</u>	<u>Electronic</u>		☐
2021-07	<u>Invoices</u>	<u>3 years</u>	<u>Electronic</u>		☐
2021-08 2024-06	<u>Onbase workflow (from Building and Engineering flows)</u> <u>special assessment requests</u> <u>pending water meter scheduling</u> <u>pending water meter installation</u> <u>water permit information</u>	<u>Life of the software system</u> <u>3 years</u>	<u>Electronic</u> <u>Electronic</u>		☐

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of North Ridgeville

Utilities Department

(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
	- sewer tap inspection flow from engineering - Monthly billing reports - Past due accounts - Leak reports - ACH reports - Billing reports - Payment distribution reports - Consumption audit - Pay/Adj Summary by service/rate/rt - Accounts receivable summary - Adjustment register - Adjustment transaction list - Payment register/transaction list - Trial balance - G/L distribution				
2024-072021-09	<u>Payment arrangements-agreed to arrangements to avoid shut off</u> Onbase workflow (from Building and Engineering flows) - special assessment requests - pending water meter scheduling - pending water meter installation	<u>Destroy</u> <u>after</u> <u>arrangemen</u> <u>t deadline</u> Permanent	Paper Electronic		☐

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of North Ridgeville

Utilities Department

(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
	- water permit information - sewer tap inspection flow from engineering				
2024-08 2021-10	Payment stubs (from mail & in-house customer payments) Payment arrangements agreed to arrangements to avoid shut off	Destroy once that month's billing cycle is complete Destroy once paper digitally scanned 1 year	Paper Paper Electronic		☐
2024-09	Utility payment checks (scanned in through EZ check scanner)	Destroy after the monthly billing cycle is complete	Paper		
2021-13	Payment stubs (from mail & in-house customer payments)	1 year	Paper		
2021-11	Receipt books (for water tap ins, when system is down, or payment in full for water meters)	3 years	Paper		☐
2021-12	Third Party billing vendor reports (processor of payments through online payment, IVR line) - ACH Returns/Corrections - Bill Delivery - Check Intercept Payment - Customer Payment Detail - Customer Payment Summary - Customer Profile - Customer Profile (Monthly)	6 years	Electronic		☐

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of North Ridgeville

Utilities Department

(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
	• Customer Service Payment Detail • Customer Service Payment Summary • Enrollment • Failed eMail • Future Scheduled Payments • Monthly Payment Recap (Monthly) • Payment Adjustment • Payment Detail • Payment Plan • Payment Recap • Payment Rules • Payment Transaction • Rejected Payments • Returned Payments • Returned Payments (Monthly)				

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of North Ridgeville		Engineering	
(local government entity)	Christina Eavenson	(unit) City Engineer	6/13/2024
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

North Ridgeville	Records Commission	(440) 490-2045
		(telephone number)
7307 Avon Belden Road	North Ridgeville	44039
(address)	(city)	(zip code)
		Lorain
		(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
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Section C: Ohio Historical Society - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Date
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**Please Note: The State Archives retains RC-2 forms permanently.
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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of North Ridgeville

Engineering Division

(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 OHS-LGRP
2015-01 ENG-01	Backflow prevention device test reports	5 years 3 years until digitally stored Permanent	Paper Electronic	✓
08-7 ENG-02	Bid Bonds Successful Unsuccessful	Retain until acceptance of project performance maintenance bond Return after project awarded	Paper/Electronic	
08-1 ENG-03	Bid documents (successful)	15 years after completion of project	Paper/Electronic	
08-2 ENG-04	Bid documents (unsuccessful)	3 years after letting of the contract	Paper/Electronic	
08-3 ENG-05	Bridge/ culvert inspections	Life of bridge	Paper/Electronic	✓
08-4 ENG-06	Bridge/ culvert reports	10 years Life of bridge	Paper/Electronic	
08-9 ENG-07	City-let Project files (contracts, specs, change orders, progress reports, etc.)	15 years after completion of project	Paper/Electronic	
ENG-08	Complaints and violation records (includes notices, notes, photos, etc.)	Dispose of once digitally stored Permanent	Paper Electronic	
ENG-09	Consumer Confidence Report	10 years	Electronic	
08-5 ENG-10	Contractor payroll records (prevailing wage)	5 years after completion of project provided audited	Paper/Electronic	

ENG-11	Cross-connection surveys	3 years until digitally stored Permanent	Paper Electronic	
08-17 ENG-12	Pay in records Daily deposit records	3 years provided audited	Paper/Electronic	
2016-01 ENG-13	Daily inspection reports	Dispose of once electronically scanned digitally stored 3 years Permanent	Paper Electronic	
ENG-14	Deeds/Easements	Permanent	Paper/Electronic	
ENG-15	Deposit records (includes engineering re-inspection deposits, street opening deposits, plan review deposits, inspection deposits, etc.)	Dispose of once digitally stored 5 years after refunded provided audited	Paper Electronic	
ENG-16	Engineering permit applications (includes permit, drawings, permit fees, plan review comment letters and responses, inspection checklists, inspection reports, etc.)	Dispose of once digitally stored Permanent	Paper Electronic	
08-15 ENG-17	Engineering sanitary sewer connection permits	Until approved or proposal rejected Permanent	Paper/Electronic	
08-8 ENG-18	Federal or state—let project files (agreements, plans, bid documents, inspection records, etc.)	5 30 years after completion provided audited	Paper/Electronic	
2015-02 ENG-19	Final grade inspection reports	Dispose of paper once digitally stored Permanent	Paper Electronic	
2015-03 ENG-20	Hydrant rental agreement (for temporary usage of fire hydrant for projects)	5 years after refunded provided audited	Paper/Electronic	
2013-01 ENG-21	Improvement plans Improvement plans	Discard paper drawings once scanned-Dispose of once digitally stored Permanent	Paper Electronic	✓

ENG-22	Master utility studies (includes reports, supplemental data, etc.)	Dispose of once digitally stored Permanent	Paper Electronic	
2014-01 ENG-23	OEPA- MS4 Storm Water Annual Reports	Keep until electronically scanned Dispose of once digitally stored Or 3 years 10 years	Paper Electronic	
ENG-24	Municipal-owned property files	Dispose of once digitally stored Permanent	Paper Electronic	
ENG-25	Onsite investigation reports for cross-connection surveys	Dispose of once digitally stored Permanent	Paper Electronic	
11-01 ENG-26	Reports	5 10 years	Paper/Electronic	
ENG-27	Right-of-way agreement	15 years after completion of project	Paper/Electronic	
08-11 ENG-28	Sanitary sewer records	Permanent	Paper/Electronic	✓
08-12 ENG-29	Sanitary sewer inspections & camera files	Life of structure	Paper/Electronic Audio/Video	
08-13 ENG-30	Statistical reports Annual Consultant produced	Until incorporated into yearly compilation 5 years 5 years	Paper/Electronic	
2014-02 ENG-31	Storm Water Inspection reports	Keep until electronically scanned Dispose of once digitally stored Or 3 years 5 years	Paper Electronic	
08-14 ENG-32	Street improvement proposal records	Until approved or proposal rejected	Paper/Electronic	
ENG-33	Street Opening/Right-of-Way Permit Applications (includes permit, drawings, inspection reports, etc.)	Dispose of once digitally stored Permanent	Paper Electronic	

ENG-34	Subdivision files (including developer/subdivider agreements, inspection records, etc.)	Dispose of once digitally stored Permanent	Paper Electronic	
2015-04 ENG-35	Topography site checklist	Until no longer administratively necessary Permanent	Paper Electronic	✓
11-02 ENG-36	Traffic study files	Until superseded, then appraise for historical value	Paper/Electronic	✓



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of North Ridgeville

Building Division

(local government entity)

(unit)

Guy M. Fursdon

Chief Building Official

6/14/2024

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of North Ridgeville

(440) 490-2045

Records Commission

(telephone number)

7307 Avon Belden Road

North Ridgeville

44039

Lorain

(address)

(city)

(zip code)

(county)

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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 Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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Section E: Records Retention Schedule

City of North Ridgeville

Building Department

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2013-01 BLDG-01	Address folders-detail of each address history	Dispose of paper once digitally stored**	Paper		☐
	Address record –detail of each address history	Permanent	Electronic		
2013-02 BLDG-02	Appeals on interpretation of Code (kept in address folder)	Dispose of paper once digitally stored**	Paper		☐
	Appeals on interpretation of Code	Permanent	Electronic		
2013-03 BLDG-03	Architect or engineer letters/response to construction issues (kept in address folder)	Dispose of paper once digitally stored**	Paper		☐
	Architect or engineer letters/response to construction issues	Permanent	Electronic		
2012-04 BLDG-04	Bids (unsuccessful) (Projects handled by Bld Dept. only)	2-years after contract	Paper/Elect ronic		☐
	Bids (successful) (Projects handled by Bld Dept. only)	3 years after letting of contract 15 years after complete completion of project	Paper/Elect ronic		
2013-04 BLDG-04	Board of Zoning Case files (copies)	Dispose of paper once digitally stored**	Paper		☐
	Board of Zoning Case files (copies)	Permanent	Electronic		

2013-05 BLDG-05	Building/ Zoning/Demolition Permit Documentation Applications (includes application app for plan approval, HVAC load, IECC compliance, contractor misc. paperwork, residential & commercial drawings, Certificate of Plan Approval, permit fees, plan review comment sheet, inspection checklist and records, etc.) Building/ Zoning/Demolition Permit Documentation Applications (includes application app for plan approval, HVAC load, IECC compliance, contractor misc. paperwork, residential & commercial drawings, Certificate of Plan Approval, permit fees, plan review comment sheet, inspection checklist and records, etc.)	Dispose of paper once digitally stored** Permanent	Paper Electronic		☒
2013-06	Building Inspection reports (kept in address folder) Building Inspection reports	Dispose of paper once digitally stored** Permanent	Paper Electronic		☒
2013-07	Building permits (kept in address folder) Building permits	Dispose of paper once digitally stored** Permanent	Paper Electronic		☒
2012-09 BLDG-06	Building permit record books (sewer-no longer created) Building permit record (since 2000)	Permanent Dispose of once digitally stored Permanent	Paper Electronic		☒
2012-10 BLDG-07	Census information file	Permanent	Paper		☒
2013-08 BLDG-08	Certificate of Occupancy (kept in address folder) Certificate of Occupancy	Dispose of paper once digitally stored** Permanent	Paper Electronic		☒
2013-09	Commercial Building Plans Commercial Building Plans	Dispose of paper once digitally stored** Permanent	Paper Electronic		☒
2013-10	Residential Building Plans	Dispose of paper once digitally stored**	Paper		☒

	Residential Building Plans	Permanent	Electronic		
2012-13	Commercial specs & project books	Permanent	Paper		☒
2018-01 BLDG-09	Complaints — to include notes and violation records (includes notices, notes, photos, etc.) Complaints— to include notes, photos and violation records (includes notices, notes, photos, etc.)	Dispose of paper once digitally stored Permanent	Paper Electronic		☐
2012-15 BLDG-10	Contractor's Certificate of Insurance	10 years after expiration	Paper		☐
2012-16 BLDG-11	Contractor's Performance Bonds	10 years after expiration	Paper		☐
2012-17 BLDG-12	Contractor's Registration	10 years	Paper		☐
2012-18 BLDG-13	Daily inspection assignment sheet Daily inspection assignment sheet	1-year Dispose of paper once digitally stored Permanent	Paper Electronic		☐
2013-11 BLDG-14	Daily inspection tickets/detail list Daily inspection tickets/detail list	Dispose of paper once digitally stored** Permanent	Paper Electronic		☐
2012-20 BLDG-15	Daily report (deposits from permits) Daily report (deposits from permits)	3 years following annual financial audit Permanent	Paper Electronic		☐
2013-12 BLDG-16	Daily violation tickets Daily violation tickets	Dispose of paper once digitally stored** Permanent	Paper Electronic		☐

2013-13	Demolition permits (kept in address folder)	Dispose of paper once digitally stored**	Paper		☒
	Demolition permits	Permanent	Electronic		
2012-23 BLDG-17	Department Code Interpretations (since 2000)	Permanent	Electronic		☐
2013-14 BLDG-18	Employee time-off request	Place in personnel file Dispose of once digitally stored	Paper		☐
	Employee time-off request	Permanent	Electronic		
2012-25 BLDG-19	Ledger files (revenue in ZonePro) (since 2000)	Permanent	Electronic		☐
2012-26 BLDG-20	Liens (assessment info)	3 years Dispose of once digitally stored	Paper		☐
	Liens (assessment info) (since 2009 — spreadsheet only)	Permanent	Electronic		
2012-27 BLDG-21	Monthly County Report record	3 years following annual financial audit	Paper/ Electronic		☐
2012-28 BLDG-22	Monthly Reports (department activity to City Council)	5 years	Paper		☐
	Monthly Reports (department activity to City Council) (since 2001)	Permanent	Electronic		
2013-15 BLDG-23	Municipal owned building plans/ records	Dispose of paper once digitally stored**	Paper		☐
	Municipal owned building plans/ records	Permanent	Electronic		
2013-16	Municipal owned building plans/records	Permanent	Electronic		☒
2013-17	Permits — all types	Dispose of paper once digitally stored**	Paper		☒
	Permits — all types	Permanent	Electronic		
2013-18 BLDG-24	Planning Commission Case files (copies)	Dispose of paper once digitally stored**	Paper		☒

	Planning Commission case files (copies)	Permanent	Electronic		☒
2013-19	Plan review comment letters — Residential	Dispose of paper once scanned into Onbase	Paper		☒
	Commercial	Dispose of paper once scanned into Onbase	Paper		
	— Residential	Permanent	Electronic		
	— Commercial	Permanent	Electronic		
2012-33 BLDG-25	Prevailing wage records (Bld. Dept handled projects only)	3 years-5 years after completion of project provided audited	Paper/Electronic		☐
2013-20 BLDG-26	Property splits	Dispose of paper once digitally stored**	Paper		☒
	Property splits	Permanent	Electronic		
2012-35 BLDG-27	Re-inspection fee sheet	Permanent	Electronic		☐
2018-02 BLDG-28	Return receipts (certified mail)	Dispose of once compliant and no further action is required digitally stored	Paper		☐
	Return receipts (certified mail)	Permanent	Electronic		
2012-36 BLDG-29	Sidewalk refund request	Until refunded & following annual financial audit	Paper		☐
2012-37 BLDG-30	Sidewalk refund record	5 years following annual financial	Paper		☐

	Sidewalk refund record (since 2009)	audit 5-years following annual financial audit Permanent	Electronic		
2012-38 BLDG-31	State Building Codes	Until superseded -retain one copy perm.	Paper		☐
2012-39 BLDG-32	State annual reports of dept. activity	5 years	Paper		☐
2013-21 BLDG-33	Subdivision files	Dispose of paper once digitally stored**	Paper		☒
	Subdivision files	Permanent	Electronic		
2012-41 BLDG-34	ZonePro Building Dept. Software System (converted to BS&A software system)	Permanent	Electronic		☐



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of ____

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
18-24

Emily Lockshine

Director

12-15-2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

440-353-1508

490-2055

(Telephone Number)

7307 Avon Belden Road

North Ridgeville

44039

Lorain

(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

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2018

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	Payments Received Balance Sheets – bookkeeping including money in and out for OFOA and deposits to the finance office.	3 years after Annual Audit	Electronic		☐
2015-02	Cash Books/— Recordkeeping for bank deposits and deposits to the Treasurer	3 years after Annual Audit	Electronic		☐
2015-03	Client Payment Files Records-to include billing information, payments, etc.	3 years after Annual Audit	Electronic		☐
2015-04	Ridge Schedule and Driver logs - to include daily schedules, transportation slips, driving logs and activity rider sign-in sheets	Until no longer admin- Necessary Three years	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 administrative ly needed or Until superseded	Electronic		☐
	General Liability Waivers – for participants in fitness activities and field trips	Three years	Paper Electronic		☐
	Refund Processing Forms – for when a refund is issued to a participant or for a room rental cancelation	Three Years	Electronic		☐
					☐
					☐
					☐
					☐
					☐

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SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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)

[illegible]

See instructions before completing this form.

Office for Older Adults

(Unit)

[illegible]

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
					☐
					☐
					☐



To: Records Commission

From: Mayor Corcoran

Prepared By: Clerk of Council

Meeting Date: June 26, 2024

Amending the Public Records Policy and Section 222.03 Fees for Copies

RECOMMENDATION REASON

Motion to approve the Amended Public Records Policy and submit legislation to City Council for the repeal of NRCO Section 222.03 (Fees for Copies) to align with the changes in the Public Records Policy.

FISCAL IMPACT

Request based on the Increase of supply cost.

OTHER DETAILS

The most recent amendment to NRCO Section 222.03 (Fees for Copies) occurred in 2005. Legislative adoption of fees is not mandatory; they can be incorporated into the Public Records Policy. This policy is accessible on the City's website, displayed in the City Hall lobby, and available at the Clerk of Council's office.

ATTACHMENTS:

1. 2024 Records Policy & Request Form - Proposed
2. 2024-XX Repealing Section 222.03 Fees For Copies - Proposed

PUBLIC RECORDS POLICY

1. PURPOSE

The purpose of this Policy is to provide for compliance with Ohio Revised Code Section 149.43, availability of Public Records. It is the City's policy to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

2. DEFINITIONS of terms are the same as definitions in ORC 149.43.

3. PREPARATION/AVAILABILITY OF PUBLIC RECORDS:

Public records requests will be accommodated during the ~~regular~~ normal administrative posted business hours, Monday through Friday, from the office processing the records. Upon request, a public office or person responsible for public records shall make copies of the requested public record available at cost and within a reasonable period of time. If a public record contains information that is exempt, the public office or the person responsible for the public record shall make available all of the information within the public record that is not exempt. When making that public record available for public inspection or copying that public record, the public office or the person responsible for the public record shall notify the requester of any redaction or make the redaction plainly visible. A redaction shall be deemed a denial of a request to inspect or copy the redacted information unless a federal or state law authorizes or requires a public office to make the redaction.

To facilitate broader access to public records, a public office or the person responsible for public records shall organize and maintain public records in a manner that they can be made available for inspection or copying in accordance with this section. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section, such that the public office or the person responsible for the requested public record cannot reasonably identify the public records being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

Current records retention schedules shall remain on file in the Office of the Clerk of Council and are readily available for public inspection. Records are generally only available for as long or as far back as indicated on the records retention schedules. If records are retained longer than indicated on the records retention schedules for that record, it is still available as a public record.

4. PUBLIC DOCUMENTS REQUEST PROCESS:

4.1 Request Form:

- (a)** All requests for public documents *may* be made by filling out the form attached hereto as Appendix A. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use.
- (b)** Each record shall be submitted to the Law Department for review before being released.
- (c)** If any person chooses to obtain a copy of a public record the public office or person responsible for the public record may require that person to pay in advance the cost involved in providing the copy of the public record in accordance with the choice made by the person seeking the copy.
- (d)** The public office or the person responsible for the public record shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or person responsible for the public record determines that it reasonably can be duplicated as an integral part of the normal operations of the public office or person responsible for the public record. When the person seeking the copy makes a choice under this division, the public office or person responsible for the public record shall provide a copy of it in accordance with the choice made by the person seeking the copy, as long as it is practical to do so.
- (e)** Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.
- (f)** Upon a public records request made, a public office or person responsible for public records shall transmit a copy of a public record to any person by United States mail or by any other means of delivery or transmission within a reasonable period of time after receiving the request for the copy. The public office or person responsible for the public record may require the person making the request to pay in advance the cost of postage if the copy is transmitted by United States mail

or the cost of delivery if the copy is transmitted other than by United States mail, and to pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission. The requester, in all instances, may personally appear to retrieve records.

- (g) Requests for electronic media records will be responded to in the file format in which it is maintained by the public office.

4.2 Delivery of Public Records Request:

- (a) Public records are to be available for inspection during the ~~regular-normal administrative posted business~~ hours, Monday through Friday, of the office they seek the records from.
- (b) Public records must be made available for inspection promptly, within a reasonable amount of time, and at no cost.
- (c) Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

4.3 Public Records Request Limitations:

- (a) The number of public records requests to be transmitted to one person or entity by United States mail is limited to ten (10) per month, unless the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. Commercial shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen's oversight or understanding of the operation or activities of government, or nonprofit educational research.
- (b) A public office or person responsible for public records is not required to permit a person who is incarcerated pursuant to a criminal conviction or a juvenile adjudication to inspect or obtain a copy of any public record concerning a criminal investigation or prosecution or concerning what would be a criminal investigation or prosecution if the subject of the investigation or prosecution were an adult, unless the request to inspect or to obtain a copy of the record is for the purpose of acquiring information that is subject to release as a public record under this section and the judge who imposed the sentence or made the adjudication with respect to the person, or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justiciable claim of the person.
- (c) Changes are occasionally to the Public Records Act, O.R.C. 149.43, and to the case law interpreting the Act. If any conflict arises between this policy and the current Act or the latest case law, the current Act or latest case law shall apply.

4.4 Denial of a Records Request:

If a request is ultimately denied in part or in whole, the public office or the person responsible for the requested public record shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing. A redaction constitutes denial of a public records request.

5. SCHEDULE OF FEES (GENERAL):

5.1 Fees for copies shall be charged in accordance with the ordinances Ohio Revised Code Section 149.43 and adopted by Council the City's Records Commission which are on file in the Office of the Clerk of Council. Only the actual costs are allowed under the Public Records Act.

5.2 If an outside copying service is used to make copies, the requester will be required to pay the cost of the entire copying job, as billed by the copying service, and any other applicable costs.

5.3 In addition to any costs allowed by law, actual costs of postage and other supplies used in the compilation or mailing of any records request shall be assessed in accordance with current market prices.

5.4 The Fees for copies of public records shall be included in the City's Public Records Policy and Appendix A.

5.5 Certain fees are hereby established to reflect the actual costs of services rendered, as follows:

<u>Copies of public records requests for letter or legal-size paper (each side)</u>	<u>\$0.10</u>
<u>Copies of public records requests for black and white ledger-size paper (each side)</u>	<u>\$0.15</u>
<u>Copies of public records requests for color ledger-size paper (each side)</u>	<u>\$0.25</u>
<u>Copies of public records requests for 24x36 (each side)</u>	<u>\$2.50</u>
<u>Copies of public records requests for color 28x40 (each side)</u>	<u>\$9.00</u>
<u>Copy of Zoning Map color ledger size</u>	<u>\$3.00</u>
<u>Copy of Zoning Map color 28x40 (each side)</u>	<u>\$16.00</u>
<u>Electronic (Email or Link Access)</u>	<u>No Fee</u>
<u>CD ROM</u>	<u>\$4.00</u>
<u>Fax</u>	<u>\$2.00</u>
<u>Flash Drive</u>	<u>\$5.00</u>
<u>United States Postal Mail</u>	<u>Market Price</u>
<u>Other Delivery by Mail</u>	<u>Market Price</u>

6. IMPROPER DISCLOSURE:

Improper disclosure of records which are privileged, confidential, or exempt under law may subject the person so disclosing such documents to prosecution under Ohio Revised Code Section 102.03(B) as well as other disciplinary action.

(APPENDIX A)
REQUEST FOR PUBLIC RECORDS
PUBLIC CITIZENS REQUEST FORM

Ohio Revised Code Section 149.43 (b) requires the City to provide records in a reasonable period of time. Depending on research, additional time may be afforded in order to complete the request. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

STATE YOUR REQUEST:		
DATE SUBMITTED:		
EXPECTED DELIVERY DATE:		
TYPE OF COPY NUMBER OF COPIES & NUMBER OF PAGES		**Please see cost list below
NAME OF REQUESTOR (optional):		
ADDRESS / EMAIL: (method of delivery)		
CONTACT PHONE NUMBER:		
PUBLIC OFFICE OR PERSON RESPONSIBLE FOR PUBLIC RECORDS REQUEST:		
DATE RECEIVED:		
DATE TRANSMITTED:		

COST LIST

PAPER	\$0.05 PER PAGE
ELECTRONIC (EMAIL)	
CD-ROM (DIGITAL)	
FAX	NO FEE
ELECTRONIC FILES	NO FEE
UNITED STATES POSTAL MAIL	POSTAGE—CURRENT MARKET PRICE

<u>Copies of public records requests for letter or legal-size paper (each side)</u>	<u>\$0.10</u>
<u>Copies of public records requests for black and white ledger-size paper (each side)</u>	<u>\$0.15</u>
<u>Copies of public records requests for color ledger-size paper (each side)</u>	<u>\$0.25</u>
<u>Copies of public records requests for 24x36 (each side)</u>	<u>\$2.50</u>
<u>Copies of public records requests for color 28x40 (each side)</u>	<u>\$9.00</u>
<u>Copy of Zoning Map color ledger size</u>	<u>\$3.00</u>
<u>Copy of Zoning Map color 28x40 (each side)</u>	<u>\$16.00</u>
<u>Electronic (Email or Link Access)</u>	<u>No Fee</u>
<u>CD ROM</u>	<u>\$4.00</u>
<u>Fax</u>	<u>\$2.00</u>
<u>Flash Drive</u>	<u>\$5.00</u>
<u>United States Postal Mail</u>	<u>Market Price</u>
<u>Other Delivery by Mail</u>	<u>Market Price</u>
<u>Obtain copies of the Codification Ordinance through the Codifier. For guidance, please reach out to the Clerk of Council's Office.</u>	

DATE:	<u>July 1, 2024</u>	1 ST READING:	<u>July 1, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EFFECTIVE:	<u></u>

ORDINANCE NO. 2024-XX

AN ORDINANCE REPEALING NRCO SECTION 222.03 *FEES FOR COPIES OF THE NORTH RIDGEVILLE ADMINISTRATION CODE.*

WHEREAS, the current Section 222.03 of the North Ridgeville Administration Code addresses fees for copies; and

WHEREAS, it is the Administration's desire to streamline the process and ensure transparency in charging for copies; and

WHEREAS, the Public Records Act mandates that only actual costs be allowed for such copies.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. North Ridgeville Codified Ordinance *Section 222.03 Fees For Copies* is hereby repealed in its entirety.

SECTION 2. Fees for copies shall be the actual cost permitted under the Public Records Act.

SECTION 3. The City's Records Commission shall update its Public Records Policy to reflect the changes made by this ordinance. The fees for copies of public records shall be included in the City's Public Records Policy and Appendix A.

SECTION 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

PRESIDENT OF COUNCIL

ATTEST:_____
CLERK OF COUNCIL

APPROVED:_____

_____ MAYOR