

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



RECORDS COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
AGENDA OF Monday, December 18, 2023
2:00 PM

CALL TO ORDER

ROLL CALL

MINUTES

Records Commission meeting minutes of July 13, 2023

APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE)

- Parks and Recreation Division – RC-2
- Office for Older Adults – RC-2
- Fire Department – RC-2

ADDITIONAL BUSINESS

ADJOURNMENT

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

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
July 13, 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 December 15, 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 Wilkerson to approve the Records Commission Meeting Minutes dated December 15, 2022.

A voice vote was taken and the motion carried.

Yes – 4 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:

- Remove the Media Type “Paper” from Schedule 2015-02 and 2015-03.

Finance Director Wilkerson suggested a change.

It was moved by Wilkerson and seconded by Mayor 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 2015-02 and 2015-03.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

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

A voice vote was taken and the motion carried.

Yes – 4 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 2:04 p.m.

These meeting minutes were approved on this ____ day of _____ 2023.

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary

DRAFT



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

Parks and Recreation Division

(Local Government Entity)

(Unit)

Kevin Fougrousse

Kevin Fougrousse

Director of Parks and Recreation

12/04/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

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:

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 of North Ridgeville

Parks and Recreation

(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
2011-01	Park Property Plans	Permanent	Paper		☒
2011-02	Facility rental contracts	Scan paper and then discard 2 years after expiration	Paper Electronic		☐
2015-01	Background checks to include coaches, seasonal, part-time and contractual staff	2 years after leaving position	Paper Electronic		☐
2015-02	Bicycle Licenses (receipts and registration)	1 year	Paper		☐
2015-03	Agendas (P&R Commission)	2 years 6 years	Paper Electronic		☐
2011-07	Meeting minutes (P&R Commission)	Permanent	Paper / electronic Tapes		☒
2015-04	Bid specs (successful)	15 years	Paper/ electronic		☐
2015-05	Bid specs (unsuccessful)	2 years after letting of contract	Paper/ electronic		☐
2015-06	Program registration forms	1 year	Paper/ electronic		☐
2020-01	Rec Desk (cloud based program) which includes: -GL account codes -facility information -member information	Delete program info 3 years after expiration of program;	Electronic		☐

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

See instructions before completing this form.

City of North Ridgeville

Parks and Recreation

(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
	-fee structures -usernames -point of sale -programs	remaining info is permanent			
2020-02	Invoices	Scan paper and then discard 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		☐
2023-01	Instructor Contracts	Scan paper and then discard 2 years	Paper Electronic		☐
					☐
					☐
					☐
					☐
					☐



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

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

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:

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 after Annual Audit	Electronic		☐
2015-03	Client Payment Files-to include billing information, payments, etc.	3 years after Annual Audit	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 administrative ly needed or Until superseded	Electronic		☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐



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

Fire Department

(Local Government Entity)

(Unit)

John Reese

Fire Chief

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

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:

Egallam@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 of North Ridgeville

Fire

(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
2011-01	Above and Underground Storage Tank Records	10 years after take is out of service or removed	Paper		☒
2010-02	Alarm Response Reports	5 years	Paper, Electronic		☐
2010-03	Annual Report	Permanent	Paper, Electronic		☒
93-12	Annual Underwriters Pump/Engine Tests	Life of vehicle	Paper, Electronic		☐
2010-04	Arson Reports	50 years appraise for historical value	Paper, Electronic		☒
2011-01	Background Investigations	2 years after position eligibility lists expires	Paper, Electronic		☐
93-18	Bids for Equipment	Life of equipment	Paper, Electronic		☐
93-20	Commercial Structure Inspection Records	Permanent	Paper, Electronic		☐
2011-02	Daily Alarm Log (Kept by Dispatch)	5 years	Paper, Electronic		☐
2010-07	Daily Roll Call Sheet	Until placed on Work Schedule	Paper		☐

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

See instructions before completing this form.

City of North Ridgeville

Fire

(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
		(No RC3 required)			
2011-03	Dispatch Log Sheets (Kept by Dispatch)	3 years Permanent	Paper Electronic		☐
2010-09	Disaster Plan	Until Superseded	Paper Electronic		☐
2010-10	Emergency Medical Services Records	7 years	Paper, Electronic		☐
2010-11	Emergency Recall List	Until placed on Work Schedule (No RC3 required)	Paper		☐
2011-04	Employee Personnel Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information	Paper, Electronic		☐

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

See instructions before completing this form.

City of North Ridgeville

Fire

(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
		and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.			
93-11	Employee Sick/Injury and Exposure Form Statements	Permanent	Paper, Electronic		☐
93-14	Employee Time Records	3 years	Paper Electronic		☐
2011-05	Employee Training Record	Place in employee personnel file	Paper/Electr onic		☐
2011-06	EPA Burning Violation Record	5 years after violation corrected	Paper		☐
93-17	Equipment Maintenance Records	Life of equipment	Paper, Electronic		☐
2010-13	Fire Code	Until Superseded	Paper, Electronic		☐
93-21	Fire Hood Suppression Inspections	Life of structure	Paper, Electronic		☐
93-8	Fire Hose Annual Testing Records	Life of hose	Paper, Electronic		☐

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

City of North Ridgeville

Fire

(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
2010-14	Fire Incident Reports	10 years Permanent	Paper Electronic		☒
2011-07	Fire & Arson Investigation Files and Index	50 years appraise for historical value	Paper, Electronic		☒
2010-16	Fire and Loss Record	Permanent	Paper, Electronic		☒
2010-17	Fireworks Application and Permits	1 year after expiration	Paper		☐
2010-18	Gas and Oil Disbursement Record	1 year, provided audited	Paper		☐
93-19	Hydrant Location Records	Permanent	Paper, Electronic		☒
2011-08	Hydrant Testing/Maintenance Record	2 years after test date	Paper, Electronic		☐
2011-09	Inspection Reports \ Cards - all types	10 years	Paper Electronic		☐
2010-21	Insurance Claim File	10 years after final settlement	Paper		☐

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

City of North Ridgeville

Fire

(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
2010-22	Manpower Performance Logs	Until written into Monthly Report (No RC3 Required)	Paper		☐
2011-10	Master Run Reports (Daily Log Books) (Kept by Dispatch)	3 years	Paper Electronic		☐
2010-24	Monthly Report	3 years provided audited	Paper, Electronic		☐
2010-25	Mutual Aid Agreements	10 years after superseded	Paper		☐
2011-11	Radio Logbooks (Kept by Dispatch)	2 years	Paper Electronic		☐
2011-12	Radio/Phone Calls Audio Recordings (Kept by Dispatch & Fire)	30 days then erase and reuse provided no action Pending (No RC3 required)	Electronic		☐
2012-01	Recreational Fire Permits	1 year after expired	Paper Electronic (beginning in June 2012)		☐

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

See instructions before completing this form.

City of North Ridgeville

Fire

(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
2010-29	Riding Assignment	Until placed on Work Schedule (No RC3 required)	Paper Electronic		☐
2012-02	Vehicle Maintenance Record	Life of vehicle	Paper		☐
2010-30	Violation Notices	5 4 years after violation corrected	Paper Electronic		☐
2010-31	Work Schedule - Monthly	Permanent Until No longer administrative ly needed or Until superseded	Electronic Paper		☐
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		☐
2023-01	Grant Applications and supporting documents	Until No longer administrative ly needed	Electronic		☐
					☐
					☐