

Chairman Kevin Corcoran, Mayor
Robert Esper, Member
April Wilkerson, Auditor



RECORDS COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
AGENDA OF Thursday, December 15, 2022
2:00 PM

CALL TO ORDER

ROLL CALL

MINUTES

Records Commission meeting minutes of June 28, 2022

APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE)

- Mayor's Office – RC-2
- Safety Service Director's Office – 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
June 28, 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, and Clerk of Council Fijabi Gallam.

Auditor April Wilkerson was excused.

Also present were Assistant Law Director Toni Morgan, Treasurer Brian Keller, Public Utilities Director Tara Peet, and Planning and Economic Development Director Kim Lieber.

Minutes from the December 15, 2021, 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 December 15, 2021.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Public Utilities

Public Utilities Director Tara Peet remarked that the department had two additions to the Public Utilities RC-2 – Added 2022-01 (Utility Payment Checks) back to the retention schedule, and added a retention item for social media. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve RC-2.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Treasurer's Office and Human Resource Department

Brian Keller remarked that he had two changes. The first change was creating a retention schedule for the Human Resources (HR) Department. The HR schedule was merged with the Treasurer's Office. The second change was to the Treasurer's Office RC-2 – 2018-45 (Supplemental Insurance Correspondance) – removing the names of the vendors to keep the retention line generic. No discussion was offered.

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

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Planning and Economic Development Department

Planning and Economic Development Director Kim Lieber remarked that she is creating an RC-2 for the department. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the new RC-2.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department

Assistant Clerk of Council Fijabi Gallam remarked that Social Media Retention was added to the following RC-2s – Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department. Office for Older Adults RC-2 removed Senior Inc. from all retentions to keep it generic. Senior Inc. was disbanded. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the RC-2s for the Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department.

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

| | |
|-------------------------------------|----------------|
| City of North Ridgeville | Mayor’s Office |
| (Local Government Entity) | (Unit) |
| Kevin Corcoran | Mayor |
| (Signature of Responsible Official) | (Name) |
| | 12-1-2022 |
| | (Date) |

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

| | |
|-----------------------|--------------------|
| Records Commission | (440) 353-1508 |
| | (Telephone Number) |
| 7307 Avon Belden Road | North Ridgeville |
| | 44039 |
| (Address) | (City) |
| | 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 |
|------------------------------------|------|

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

Mayor's Office

(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 |
|---------------------------|--|---|-------------------|--|---------------------------------------|
| 2022-01 | Appointment files | Until no longer administratively needed | Electronic, Paper | | <input type="checkbox"/> |
| 2022-02 | City Boards, Commissions & Committee files (copies from Clerk of Council's Office) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-03 | Contracts & agreements (all originals to Mayor's Office) | 15 years after expiration/termination | Paper, Electronic | | <input type="checkbox"/> |
| 2022-04 | French Creek projects (correspondence from FCWWTP) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-05 | Groups, clubs & organizations (correspondence) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-06 | Proclamations | 2 years | Electronic | | <input type="checkbox"/> |
| 2022-07 | Project history information (correspondence from various departments) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-08 | Community Newsletters | Permanent | Paper, Electronic | | <input checked="" type="checkbox"/> |
| 2022-09 | Railroad projects (correspondence from Engineering Dept) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-10 | Sewer projects (correspondence from Engineering Dept) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-11 | Subdivisions/developers (copies of misc. correspondence) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-12 | Tax abatements and misc. correspondence | Duration of abatement plus one year | Paper, Electronic | | <input type="checkbox"/> |
| 2022-13 | Traffic Studies (copies from Engineering Dept) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-14 | Wedding certificates | 2 years | Paper | | <input checked="" type="checkbox"/> |

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

City of North Ridgeville

Mayor's Office

(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 |
|---------------------------|--|--|--|--|---------------------------------------|
| 2022-15 | 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 | | <input type="checkbox"/> |
| 2022-16 | Recordings of correspondence to the public. Audio Video | Delete audio/video until no longer administratively needed or until superseded | MP3/video/ electronic (mpeg)/ YouTube | | <input type="checkbox"/> |
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of North Ridgeville

Mayor's Office

(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 |
|------------------------------------|---|---------------------------------|---------------------------|--|--|
| | | | | | <input type="checkbox"/> |



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 | Safety Service Director’s Office |
| (Local Government Entity) | (Unit) |
| | Jeffry Armbruster |
| | Safety Service Director |
| | 12-15-2022 |
| (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 |
|-----------|-------|------|

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

See instructions before completing this form.

City of North Ridgeville

Safety Service Director's Office

(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 |
|---------------------------|-------------------------------------|---|----------------------|--|---------------------------------------|
| 2022-1 | Alarm System Permits | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-2 | Block Party Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-3 | Solicitation Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-4 | Temporary Business Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-5 | Taxi Cab Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-6 | Mobile Frozen Dessert Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-7 | Garage Sale/Sale of Vehicle Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-8 | Junk Yard Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-9 | City Deposits | Until Annual Audit is Complete | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-10 | Request for Proposals | Until No Longer of Admin. Value | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-11 | Grievances | 2 years After Resolved | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-12 | Labor Union Contracts | Until Superseded by New Contract | Paper/ Electronic | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of North Ridgeville

Safety Service Director’s Office

(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 |
|---------------------------|---------------------------------------|--|----------------------|--|---------------------------------------|
| 2022-13 | Copies of Contracts, Notices, Reports | Until No Longer of Admin. Value | Paper/ Electronic | | <input type="checkbox"/> |
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Chairman Kevin Corcoran, Mayor
Robert Esper, Member
April Wilkerson, Auditor



RECORDS COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
AGENDA OF Thursday, December 15, 2022
2:00 PM

CALL TO ORDER

ROLL CALL

MINUTES

Records Commission meeting minutes of June 28, 2022

APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE)

- Mayor's Office – RC-2
- Safety Service Director's Office – RC-2

ADDITIONAL BUSINESS

ADJOURNMENT

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**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
June 28, 2022**

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Commission members present were Chairman Mayor Kevin Corcoran, Robert Esper, and Clerk of Council Fijabi Gallam.

Auditor April Wilkerson was excused.

Also present were Assistant Law Director Toni Morgan, Treasurer Brian Keller, Public Utilities Director Tara Peet, and Planning and Economic Development Director Kim Lieber.

Minutes from the December 15, 2021, 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 December 15, 2021.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Public Utilities

Public Utilities Director Tara Peet remarked that the department had two additions to the Public Utilities RC-2 – Added 2022-01 (Utility Payment Checks) back to the retention schedule, and added a retention item for social media. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve RC-2.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Treasurer's Office and Human Resource Department

Brian Keller remarked that he had two changes. The first change was creating a retention schedule for the Human Resources (HR) Department. The HR schedule was merged with the Treasurer's Office. The second change was to the Treasurer's Office RC-2 – 2018-45 (Supplemental Insurance Correspondance) – removing the names of the vendors to keep the retention line generic. No discussion was offered.

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

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Planning and Economic Development Department

Planning and Economic Development Director Kim Lieber remarked that she is creating an RC-2 for the department. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the new RC-2.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Approval of RC-2 – Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department

Assistant Clerk of Council Fijabi Gallam remarked that Social Media Retention was added to the following RC-2s – Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department. Office for Older Adults RC-2 removed Senior Inc. from all retentions to keep it generic. Senior Inc. was disbanded. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the RC-2s for the Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department.

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

| | |
|-------------------------------------|----------------|
| City of North Ridgeville | Mayor’s Office |
| (Local Government Entity) | (Unit) |
| Kevin Corcoran | Mayor |
| (Signature of Responsible Official) | (Name) |
| | 12-1-2022 |
| | (Title) |
| | (Date) |

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

| | |
|-----------------------|--------------------|
| Records Commission | (440) 353-1508 |
| | (Telephone Number) |
| 7307 Avon Belden Road | North Ridgeville |
| (Address) | (City) |
| | 44039 |
| | (Zip Code) |
| | Lorain |
| | (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 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

Mayor's Office

(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 |
|---------------------------|--|---|-------------------|--|---------------------------------------|
| 2022-01 | Appointment files | Until no longer administratively needed | Electronic, Paper | | <input type="checkbox"/> |
| 2022-02 | City Boards, Commissions & Committee files (copies from Clerk of Council's Office) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-03 | Contracts & agreements (all originals to Mayor's Office) | 15 years after expiration/termination | Paper, Electronic | | <input type="checkbox"/> |
| 2022-04 | French Creek projects (correspondence from FCWWTP) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-05 | Groups, clubs & organizations (correspondence) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-06 | Proclamations | 2 years | Electronic | | <input type="checkbox"/> |
| 2022-07 | Project history information (correspondence from various departments) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-08 | Community Newsletters | Permanent | Paper, Electronic | | <input checked="" type="checkbox"/> |
| 2022-09 | Railroad projects (correspondence from Engineering Dept) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-10 | Sewer projects (correspondence from Engineering Dept) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-11 | Subdivisions/developers (copies of misc. correspondence) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-12 | Tax abatements and misc. correspondence | Duration of abatement plus one year | Paper, Electronic | | <input type="checkbox"/> |
| 2022-13 | Traffic Studies (copies from Engineering Dept) | Until no longer administratively needed | Paper, Electronic | | <input type="checkbox"/> |
| 2022-14 | Wedding certificates | 2 years | Paper | | <input checked="" type="checkbox"/> |

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

City of North Ridgeville

Mayor's Office

(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 |
|---------------------------|--|--|--|--|---------------------------------------|
| 2022-15 | 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 | | <input type="checkbox"/> |
| 2022-16 | Recordings of correspondence to the public. Audio Video | Delete audio/video until no longer administratively needed or until superseded | MP3/video/ electronic (mpeg)/ YouTube | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of North Ridgeville

Mayor's Office

(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 |
|------------------------------------|---|---------------------------------|---------------------------|--|--|
| | | | | | <input type="checkbox"/> |



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

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 | Safety Service Director’s Office | | |
| (Local Government Entity) | (Unit) | | |
| | Jeffry Armbruster | Safety Service Director | 12-15-2022 |
| (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) |

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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

Safety Service Director's Office

(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 |
|---------------------------|-------------------------------------|---|----------------------|--|---------------------------------------|
| 2022-1 | Alarm System Permits | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-2 | Block Party Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-3 | Solicitation Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-4 | Temporary Business Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-5 | Taxi Cab Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-6 | Mobile Frozen Dessert Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-7 | Garage Sale/Sale of Vehicle Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-8 | Junk Yard Permits | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-9 | City Deposits | Until Annual Audit is Complete | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-10 | Request for Proposals | Until No Longer of Admin. Value | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-11 | Grievances | 2 years After Resolved | Paper/ Electronic | | <input type="checkbox"/> |
| 2022-12 | Labor Union Contracts | Until Superseded by New Contract | Paper/ Electronic | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of North Ridgeville

Safety Service Director's Office

(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 |
|---------------------------|---------------------------------------|--|----------------------|--|---------------------------------------|
| 2022-13 | Copies of Contracts, Notices, Reports | Until No Longer of Admin. Value | Paper/ Electronic | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
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