



CITY OF NORTH RIDGEVILLE

OFFICE OF THE CLERK OF COUNCIL

Nancy Linden, Clerk of Council

Fijabi Gallam, CMC
Assistant Clerk of Council
Tina Wieber
Deputy Clerk of Council



North Ridgeville City Council
Board of Zoning & Building Appeals
Civil Service Commission
Planning Commission

**RECORDS COMMISSION MEETING
AGENDA
Wednesday, December 15, 2021
2:00 P.M. – CITY COUNCIL CHAMBERS
REVISED**

1. **CALL TO ORDER:** 2:00 P.M.
2. **ROLL CALL:**
Election of Officer
 - Secretary
3. **MINUTES:** July 14, 2021
4. **APPROVAL OF RC-1 (ONE-TIME DISPOSAL OF OBSOLETE RECORDS)**
 - RC-1 – Treasurer's Office

APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE):

 - RC-2 – Treasurer's Office
 - RC-2 – Utilities
 - RC-2 – Planning Commission
 - RC-2 – Civil Service Commission
5. **ADDITIONAL BUSINESS:**
6. **ADJOURNMENT:**

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
JULY 14, 2021**

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, Law Director Brian Moriarty, Auditor April Wilkerson, Robert Esper, and Secretary Shari Ma.

Also present were Treasurer Brian Keller, Computer Service Dean Priebe, Public Utilities Director Tara Peet, and Assistant Law Director Toni Morgan.

Minutes from the December 17, 2020 Record's Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered. The minutes stand approved as submitted.

Approval of RC-1 – Treasure's Office

Brian Keller stated that there are documents that are no longer used and are outdated. He provided a list of everything. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Esper and seconded by Wilkerson to approve RC-1.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Computer Services

Dean Priebe requested to change the retention period of emails. Mr. Priebe would like for emails to change the retention period to two years. Two years is common for general emails. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Wilkerson and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Public Utilities

Tara Peet stated that she restructure the retention schedule and filing system for the Public Utilities Department. The reason for the change was to make it easier for residents to request records and understand how the records are kept. The submitted retention schedule is a rough

draft and she planned to submit more changes in December 2021. Mrs. Peet provided the process for future records requests.

Law Director Moriarty questioned the item that would be referencing the OnBase workflow. Mrs. Peet explained that discussions are still going on regarding the retention of records on OnBase. She explained the streamlined workflow for assessment requests on OnBase and water permit inspections. Mr. Priebe explained that retention for records could be set for specific documents in OnBase, but it's currently accumulating in the software without any retention period. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Esper and seconded by Wilkerson to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Additional Business – Review Draft of Public Records Policy

Law Director Moriarty explained that there were a few discussions regarding the changes in the Public Records Policy. Toni Morgan was instrumental in making the changes.

Assistant Law Director Morgan remarked that some of the changes were minor. Ms. Morgan pointed out the three major changes:

1. The subject of Definitions removed, and replaced with referencing the terms from the Ohio Revised Code (ORC);
2. Cleared up the wording to mention that if records are not disposed of at the timeframe that is in the records retention schedule, it is still a record;
3. Changed Section 4.3 (c) to a general statement to follow the Public Records Act.

Auditor Wilkerson wanted to know if Ms. Morgan sees any potential issues with readers not knowing the major definitions in the policy.

Ms. Morgan wanted to leave this discussion to the discretion of the Board of the Records Commission. Ms. Morgan explained that a term should be clarified only if the term is used differently than what is described in the ORC. Ms. Morgan explained the Public Records Policy.

Ms. Wilkerson remarked that some definitions would help assist department heads in processing their records requests. Ms. Wilkerson added that the definition of a public records policy and redaction would be helpful. Definition of terms that would be helpful if a department head is not available and to provide a document to reference.

Ms. Morgan explained that most of the request comes through her office; however, she could add certain terms the commission believes should remain in the Subject of Definitions like they have done in the past for the police department.

Mr. Moriarty added that the policy was to streamline the public records process. He explained selectively picking out a definition by referencing the ORC or the Administrative Code could cause the City to change the policy multiple times to match the ORC or the Administrative Code when it is changed. This would avoid confusion.

Ms. Morgan agreed with Mr. Moriarty.

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

It was moved by Moriarty and seconded by Wilkerson to approve the policy changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Adjournment

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

Moved by Esper and seconded by Wilkerson to adjourn.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

The meeting was adjourned at 2:20 p.m.

These meeting minutes were approved on this ____ day of _____ 2021.

Fijabi Julien-Gallam, CMC
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
 rg
 www.ohiohistory.org/lgr

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) - Part 1

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

Section A: Local Government Unit

CITY OF North Ridgerville Treasurer's Office
 (Local Government Entity) (Unit)
Brian Keller Brian Keller Treasurer 12/06/21
 (Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

CITY OF North Ridgerville Records Commission 440.353.0854
 (Local Government Entity) (Telephone Number)
7307 Avon Belden Rd. North Ridgerville 44039 Lorain
 (Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address:

~~bkeller@nridgerville.org~~ fgallam@nridgerville.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 Archiv

 Signature Title Date

Section D: Auditor of State

 Signature Title Date

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) - Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

City of North Ridgerville Treasurer's Office
 (Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
	Fair Housing Impediments Analysis 1993, 1995, 1999-2000, 2003, 2011	Paper	NA	
	DOD: How to Analyze Impediments to Fair Housing and Development Plan, 2008	Paper	NA	
	DOD: Affirmatively Furthering Equal Housing Opportunity, 2002	Paper	NA	
	HUD: National Fair Housing Training Conference and Housing Policy Summit, 2004	Paper	NA	
	Lorain County Urban League Fair Housing Activity 03/01/07-08/31/07	Paper	NA	
	2013 Distress Data	Paper	NA	
	FY 2013 CHIP Grant Money Summary	Paper	NA	

(Continued on next page)

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) - Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(Continued)

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
	Request For Consultant Qualification Statement Rating Sheet, 2011	Paper	NA	
	Housing Advisory Comm. Meeting Agenda, 05/26/15	Paper	NA	
	Annual Standard Fair Housing Program 09/01/06-08/31/07	Paper	NA	
	CHIP Fair Housing Program FY2013 Application	Paper	NA	
	Fair Housing Summary 09/01/06-08/31/07	Paper	NA	



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

Utilities Department

(Local Government Entity)

(Unit)

Tara L. Peet

Director of Public Utilities

12/09/2021

(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 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
2021-01	<i>Address file</i> <ul style="list-style-type: none"> • Correspondence • Water contract • ID • Readings • 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 Electronic		<input type="checkbox"/>
2021-02	<i>Appointment books</i> –scheduling of service staff for water meter install, water shut off, water turn on, meetings, etc.	1 year	Paper		<input type="checkbox"/>
2021-03	<i>Billing system-</i> <ul style="list-style-type: none"> • 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	Electronic		<input type="checkbox"/>
2021-04	<i>Deposit slips/breakout/receipts from Treasurer</i>	3 years	Paper		<input type="checkbox"/>
2021-05	<i>EPA monthly distribution report</i>	3 years	Electronic		<input type="checkbox"/>

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
2021-06	<i>French Creek Wastewater Treatment Plant master meter invoices (Marsh McB) for sanitary sewer – Avon, North Ridgeville, Village of Sheffield</i>	3 years	Electronic		<input type="checkbox"/>
2021-07	<i>Invoices</i>	3 years	Electronic		<input type="checkbox"/>
2021-08	<i>Monthly billing reports</i> <ul style="list-style-type: none"> • 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 	3 years	Electronic		<input type="checkbox"/>

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
2021-09	<i>Onbase workflow (from Building and Engineering flows)</i> <ul style="list-style-type: none"> • special assessment requests • pending water meter scheduling • pending water meter installation • water permit information • sewer tap inspection flow from engineering 	Permanent	Electronic		<input type="checkbox"/>
2021-10	<i>Payment arrangements-agreed to arrangements to avoid shut off</i>	Destroy once paper digitally scanned 1 year	Paper Electronic		<input type="checkbox"/>
2021-13	<i>Payment stubs (from mail & in-house customer payments)</i>	1 year	Paper		
2021-11	<i>Receipt books (for water tap-ins, when system is down, or payment in full for water meters)</i>	3 years	Paper		<input type="checkbox"/>
2021-12	<i>Third Party billing vendor reports (processor of payments through online payment, IVR line)</i> <ul style="list-style-type: none"> • ACH Returns/Corrections • Bill Delivery • Check Intercept Payment • Customer Payment Detail • Customer Payment Summary • Customer Profile • Customer Profile (Monthly) • Customer Service Payment Detail • Customer Service Payment 	6 years	Electronic		<input type="checkbox"/>

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
	<p>Summary</p> <ul style="list-style-type: none"> • 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) 				



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of North Ridgeville (local government entity)	Planning Commission (unit)
 (signature of responsible official)	Tina Wieber (name)
	Deputy Clerk (title)
	12/13/2021 (date)

Section B: Records Commission

Records Commission	(telephone number)
7307 Avon Belden Road, (address)	North Ridgeville (city)
	44039 (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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Section E: Records Retention Schedule

City of North Ridgeville
(local government entity)

Planning Commission
(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
2021-01	AGENDA	Permanent	ELECT.		<input type="checkbox"/>
2021-02	BY-LAWS	Until superseded	ELECT.		<input type="checkbox"/>
2021-03	CASE FILES to include Subdivision, PCD, SDD, Site Plan Approval, Rezone files-(file includes application, plans, adjacent property owner lists, staff recommendations, traffic study, correspondence)	5 Years, provided no action pending Permanent	PAPER ELECT.		<input type="checkbox"/> <input type="checkbox"/>
2021-04	DOCKET	Permanent	ELECT.		<input type="checkbox"/>
2021-05	MINUTES	Permanent	ELECT.		<input type="checkbox"/> <input type="checkbox"/>
2021-06	NOTICE OF MEETINGS	1 Year	ELECT.		
2021-07	PLANNING COMMISSION REPORTS	1 Year	ELECT.		<input type="checkbox"/>
2021-08	RECORDING OF MEETINGS Audio/Visual	Until minutes are approved	ELECT/ AUDIO		<input type="checkbox"/>
2021-09	SIGN-IN SHEETS FOR MEETINGS	Until minutes are approved	PAPER		<input type="checkbox"/>

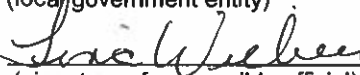


800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of North Ridgeville (local government entity)	Civil Service Commission (unit)
 (signature of responsible official)	Tina Wieber (name)
	Deputy Clerk (title)
	12/13/2021 (date)

Section B: Records Commission

Records Commission 7307 Avon Belden Road (address)	North Ridgeville (city)	(telephone number) 44039 (zip code)	Lorain (county)
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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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Section E: Records Retention Schedule

City of North Ridgeville
 (local government entity)

Civil Service Commission
 (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
2021-01	AGENDAS	Permanent	ELECT.		<input type="checkbox"/>
2021-02	EMPLOYEE FILE (application, oath of office, promotions, resignations, termination, correspondence)	2 years after no longer employed	PAPER/ ELECT.		<input type="checkbox"/>
2021-03	APPLICATIONS AND ATTACHMENTS (Fire and Police) Person Not Hired	1 year	PAPER/ ELECT.		<input type="checkbox"/>
2021-04	CALENDAR OF EVENTS	Until no longer admin. needed	ELECT.		<input type="checkbox"/>
2021-05	CONTRACT (Exam Agencies)	2 years	PAPER/ ELECT.		<input type="checkbox"/>
2021-06	CORRESPONDENCE REGARDING TESTING Invitations Score Letters Protests and Inquiries Position Letters Quotes for Advertisement Advertisement (Copy)	Upon expiration of eligibility list	PAPER/ ELECT.		<input type="checkbox"/>
2021-07	ELIGIBILITY LISTS Certified Lists	Until list expires	PAPER/ ELECT.		<input type="checkbox"/>
2021-08	EMPLOYEE ROSTER	Until superseded	PAPER/ ELECT.		<input type="checkbox"/>



(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
2021-08	EXAMINATIONS PROMOTIONAL AND ENTRANCE (Fire and Police) STUDY MATERIAL SCORE RESULTS TEST ANSWER SHEETS TRAIT REPORTS	Upon expiration of eligibility list Upon expiration of eligibility list Upon expiration of eligibility list Upon expiration of eligibility list	ELECT. ELECT. ELECT. ELECT.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2021-09	HEARING CASE FILES	10 Years	PAPER		<input type="checkbox"/>
2021-10	JOB CLASSIFICATIONS	Until superseded	PAPER/ ELECT.		<input type="checkbox"/>
2021-11	JOB POSITION DESCRIPTIONS	Until superseded	PAPER		<input type="checkbox"/>
2021-12	MINUTES	Permanent	ELECT.		<input type="checkbox"/> <input type="checkbox"/>
2021-13	NOTICE OF EXAMINATIONS	1 year	ELECT.		<input type="checkbox"/>
2021-14	RECORDING OF MEETINGS Audio/Visual	Until minutes are approved	ELECT/ AUDIO		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
2021-15	RULES AND REGULATIONS (SIGNED AND PUBLISHED)	Permanent	ELECT.		<input type="checkbox"/> <input type="checkbox"/>