



CITY OF NORTH RIDGEVILLE

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

RECORDS COMMISSION MEETING AGENDA

**Monday, December 12, 2011
2:00 P.M. – MAYOR'S CONFERENCE ROOM**

- 1. CALL TO ORDER: 2:00 P.M.**
- 2. ROLL CALL:**
- 3. MINUTES: June 13, 2011**
- 4. APPROVAL OF RC-1 (ONE-TIME DISPOSAL OF OBSOLETE RECORDS)**
 - A. Engineering**
- 5. APPROVAL OF RC-2 (RECORDS RETENTION SCHEDULE)**
 - A. All City General**
 - B. Board of Zoning & Building Appeals**
 - C. Clerk of Council**
 - D. Engineering**
 - E. French Creek Waste Water**
 - F. Law Department**
 - G. Mayor's Court**
 - H. Mayor's Office**
 - I. Parks & Recreation**
 - J. Planning Commission**
 - K. Police Department**
 - L. Safety Service Director's Office**
 - M. Utilities Department**
- 6. APPROVAL OF RC-3 (CERTIFICATE OF RECORDS DISPOSAL)**
 - A. Mayor's Office**
- 7. RECORD'S LAWS**
 - A. Case Law Updates from Ohio Attorney General Mike DeWine (July, August, October)**
 - B. Auditor of State Bulletin (October 21, 2011)**
- 8. ADDITIONAL BUSINESS**
- 9. ADJOURNMENT**