

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



Records Commission
CITY HALL COUNCIL CHAMBERS
AGENDA OF JUNE 16, 2025
2:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Records Commission Meeting Minutes dated December 16, 2024.
(Commission action required)

NEW BUSINESS

1. Office for Older Adults – RC-2
2. Mayor's Court – RC-2
3. Discussion: Public Records Policy/Fees Charge \$75.00 per hour for the preparation, review, redaction, and any other associated costs related to video records in accordance with Am. Sub. House Bill No. 315

ADJOURNMENT

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 16, 2024**

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, Law Director Biran Moriarty, Assistant Law Director Toni Morgan, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the June 26, 2024, Records Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes.

It was moved by Moriarty and seconded by Wilkerson to approve the meeting minutes from the June 26, 2024

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 Older Adults Division updated the following:

- Schedule Number 2024-02:
 - Under Records Title, changed to “Transportation – to include daily schedules.”
 - Under Retention Period, changed from “Three years” to “Three years after annual audit.”
- Schedule Number 2024-07:
 - Added new schedule number and record title for Driver logs – to include route information and service verification.
 - Under Retention Period - Three years after annual audit.
- Schedule Number 2024-08:
 - Added new schedule number and record title for ODA Form 0008 Daily Vehicle inspection logs.
 - Under Retention Period - Three years after annual audit.
- Schedule Number 2024-09:
 - Added new schedule number and record title for Home Delivered Meals – Client assessment/re-assessment, Release of information.
 - Under Retention Period - Three years after annual audit.
- Schedule Number 2024-10:
 - Added new schedule number and record title for ODA Form 0010 nutritional health Assessment and service delivery records.
 - Under Retention Period - Three years after annual audit.

It was moved by Wilkerson and seconded by Esper 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

Public Records Policy with fees for copies.

Assistant Clerk of Council Gallam noted that the City Council adopted Ordinance number 2024-71, allowing the Records Commission to determine the fees for copies, as legislative approval of fees is not required.

It was moved by Chairman Corcoran and seconded by Esper to adopt the Public Records Policy with the amended changes.

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.

The meeting was adjourned at 2:12 p.m.

These meeting minutes were approved on this ____ day of _____ 2025.

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

North Ridgeville

Office for Older Adults

(Local Government Entity)	(Unit)
Emily Lockshine	Director
(Signature of Responsible Official)	(Date)
(Name)	(Title)

12-16-2024

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

7307 Avon Belden Road	Records Commission	440-490-2055
(Address)	North Ridgeville	(Telephone Number)
	44039	Lorain
	(City)	(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 History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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
2024-01	Client Payment Records-to include billing information, payments, etc.	3 years after the annual audit	Electronic		<input type="checkbox"/>
2024-02	Transportation - to include daily schedules.	Three years	Electronic		<input type="checkbox"/>
2024-03	Request for Proposals – proposals and contracts for grant funding	Three years after the annual audit	Electronic		<input type="checkbox"/>
2024-04	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"/>
2024-05	General Liability Waivers – for participants in fitness activities and field trips	Disposed of after scanned Three years after the annual audit	Paper Electronic		<input type="checkbox"/>
2024-06	Refund Processing Forms – for when a refund is issued to a participant or for a room rental cancelation	Three years after the annual audit	Electronic		<input checked="" type="checkbox"/>
2024-07	Driver logs - to include route information and service verification	Three years after the annual audit	Paper/ Electronic		<input type="checkbox"/>
2024-08	ODA Form 0008 Daily Vehicle Inspection logs	Three years after the annual audit	Paper/ Electronic		<input type="checkbox"/>
2024-09	Home Delivered Meals - Client assessment/re-assessment, Release of Information	Three years after the annual audit	Paper		<input type="checkbox"/>
2024-10	ODA Form 0010 Nutritional Health Assessment and Service Delivery Records	Three years after the annual audit	Paper/ Electronic		<input type="checkbox"/>
2025-11	Lockboxes	Two years	Electronic		<input type="checkbox"/>
2025-12	Room rental Agreements	Two years	Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of North Ridgeville

Mayor's Court

(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
<u>202599-1</u>	Annual Case Reports	Permanent	Paper, Electronic	
<u>202599-2</u>	Annual Money Reports	Permanent	Paper, Electronic	
<u>202599-5</u>	Case Files – Criminal	25 Years following annual financial audit	Paper/Electronic	
<u>202599-6</u>	Case Files – Traffic	10 Years following annual financial audit	Paper/Electronic	
<u>2025-99-14</u>	Community Service Forms	3 Years After Case Closed	Paper/Electronic	
<u>202599-9</u>	Dockets Criminal/Traffic	Permanent	Paper/Electronic	
<u>202599-10</u>	Fine and Fee Record	3 Years following annual financial audit	Paper Electronic	
<u>202599-12</u>	Jail Commitments	3 Years After Case Closed	Paper/Electronic	
<u>202599-11</u>	Monthly Bank Statements and Cancelled Checks	3 Years following annual financial audit	Paper/Electronic	
<u>202599-15</u>	Monthly Reports, Case & Money Breakdown	Permanent	Paper/Electronic	
<u>202599-8</u>	Parking Citations	Until Paid & following annual financial audit	Paper/Electronic	
<u>202599-13</u>	Receipts	3 Years following annual financial audit	Paper/Electronic	



<u>202599-4</u>	Warrants/Criminal	25 Years following annual financial audit	Paper/Electronic	
<u>202599-3</u>	Warrants/Traffic	10 Years following annual financial audit	Paper/Electronic	
<u>202544-1</u>	Case Files M-1 to M-4 Traffic	25 Years following annual financial audit	Paper/Electronic	
<u>202544-2</u>	Case Files, Criminal M1 to M4	50 Years	Paper/Electronic	
<u>202544-3</u>	Case Files -,Criminal MM	525 Years following annual financial audit	Paper/Electronic	
<u>202544-4</u>	Case Files, OVI's	50 Years following annual financial report	Paper/Electronic	
442025-5	Case Files – Traffic MM	10 5 Years following annual financial report	Paper/Electronic	
<u>202544-6</u>	Cash Payment Records	4 Years following annual financial report	Paper/Electronic	
442025-7	Complaints – Traffic (With Case File)	57 Years following annual financial report	Paper/Electronic	
<u>202544-8</u>	Expungements	Sealed and Destroyed as Case Files	Paper/Electronic	
<u>202544-9</u>	Supreme Court Reports	3 Years following annual financial report	Paper/Electronic	
<u>202544-10</u>	Audio Recordings	Permanent	Cassette Tapes	