

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



**Records Commission**  
**CITY HALL COUNCIL CHAMBERS**  
**AGENDA OF DECEMBER 1, 2025**  
**2:00 PM**

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

1. Records Commission Meeting Minutes dated June 16, 2025  
(Commission action required)

**NEW BUSINESS**

1. Mayor's Court – RC-2
2. Mayor's Office – RC-2
3. Removal of Safety Service - RC-2
4. Building Division – RC-2

**ADJOURNMENT**

**NORTH RIDGEVILLE RECORDS COMMISSION  
MEETING MINUTES  
JUNE 16, 2025**

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, and Assistant Clerk of Council Fijabi Gallam.

**Minutes from the December 16, 2024, Records Commission meeting**

Chairman Corcoran asked for any corrections to the meeting minutes.

It was moved by Esper and seconded by Wilkerson to approve the meeting minutes dated December 16, 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 2025-11:
  - Added new schedule number and record title for Lockboxes.
  - Under Retention Period - Two years.
  - Media type – Electronic.
- Schedule Number 2025-12:
  - Added new schedule number and record title for Room Rental Agreements.
  - Under Retention Period - Two years.
  - Media type – Electronic.

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

**Approval of RC-2 – Mayor’s Court**

The Assistant Clerk of Council remarked that the Mayor’s Court updated the following:

- Schedule Numbers1:
  - Changed all schedule numbers to reflect 2025.
- Schedule Number 11-3:
  - Changed schedule number to 2025-3.

- Under Retention Period – Changed from 5 years to 25 years following annual financial audit.
- Schedule Number 11-5:
  - Changed schedule number to 2025-6.
  - Under Retention Period – Changed from 5 years to 10 years following annual financial audit.
- Schedule Number 11-7:
  - Changed schedule number to 2025-7.
  - Under Retention Period – Changed from 5 years to 7 years following annual financial audit.

It was moved by Moriarty and seconded by Wilkerson to table the RC-2 until the next Records Commission Meeting for Mayor's Court to revise the RC-2 in its entirety because of discrepancies in schedule numbers and inconsistencies.

A voice vote was taken and the motion carried.

Yes – 4                      No – 0

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.

Law Director Moriarty remarked that the fees currently being charged need to be addressed. The fee is not outlined in the Records Policy, and there is a need to implement it, effective as of the date the State legislation was passed. Other agencies have proven the fee to be useful. When agencies look for videos, they see the price tag associated with it and are deterred from requesting the video due to the time it takes to obtain it.

Mayor Corcoran wanted to know if there was legislation that authorized the charge.

Assistant Clerk of Council Fijabi Gallam explained that there is currently no legislation establishing this fee as a City requirement; therefore, the \$75.00 per hour is not included in the Records policy. The authorized fee was approved at the state level on April 3, 2025, to permit municipalities to charge \$75.00 per hour. City Council adopted legislation allowing the Records Commission to amend the fees in the policy as needed.

Mayor Corcoran stated that the discussion and motion would be a policy change, not a legislative change.

It was moved by Moriarty and seconded by Wilkerson to add \$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 to the fee schedule for the Records Commission's Public Records Policy.

A voice vote was taken, and the motion carried.

Yes – 4                      No – 0

It was moved by Moriarty and seconded by Wilkerson to amend his prior motion to add, "with retroactive effect starting April 3, 2025."

A voice vote was taken, and the motion carried.

Yes – 4                      No – 0

It was moved by Mayor Corcoran and seconded by Moriarty to amend the fee schedule for the Records Commission's Public Records Policy by adding \$75.00 per hour for the preparation, review, redaction, and other associated costs for video records in accordance with Am. Sub. House Bill No. 315, with retroactive effect starting April 3, 2025.

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



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://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

#### North Ridgeville

#### Mayor's Court

(Local Government Entity)

(Unit)

Stacey Dennison

Department Head

(Signature of Responsible Official)  
(Date)

(Name)

(Title)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

440-490-2055  
(Telephone Number)

7307 Avon Belden Road

North Ridgeville

44039

Lorain

(Address)

(City)

(Zip Code)

(County)

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

[fgallam@nridgeville.org](mailto: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**



## 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
MCT-01	Annual Case Reports	Permanent	Paper/ <sup>5</sup> Electronic <u>once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-02	Annual Money Reports	Permanent	Paper/ <sup>5</sup> Electronic: <u>once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-03	Case Files & Case Documents – All Criminal offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.	25 Years following annual financial audit	Paper/Electronic	
MCT-04	Case Files & Case Documents – All Traffic offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.	2510 Years following the annual financial audit	Paper/Electronic	
MCT-05	Community Service Forms	3 Years After the Case Closed	Paper/Electronic	
MCT-05	Dockets Criminal/Traffic/ <u>OVI</u>	Permanent	Paper/Electronic: <u>Once a record is preserved electronically,</u>	



			<u>any paper copies may be destroyed.</u>	
<b>MCT-06</b>	Fine and Fee Record	<b>53 Years following the annual financial audit</b>	<b>Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u></b>	
<b>99-12</b>	<b>Jail Commitments</b>	<b>3 Years After Case Closed</b>	<b>Paper/Electronic</b>	
<b>MCT-07</b>	Monthly Bank Statements and Cancelled Checks	<b>3 Years following the annual financial audit.</b>	<b>Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u></b>	
<b>MCT-08</b>	Monthly Reports, Case & Money Breakdown	<b>3 Years following the annual financial audit Permanent</b>	<b>Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u></b>	
<b>MCT-9</b>	Parking Citations	<b>Until Paid &amp; following the annual financial audit</b>	<b>Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u></b>	
<b>MCT-10</b>	Receipts	<b>3-4 Years following the annual financial audit</b>	<b>Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u></b>	
<b>99-4</b>	<b>Warrants/Criminal</b>	<b>25 Years following annual financial audit</b>	<b>Paper/Electronic</b>	
<b>99-3</b>	<b>Warrants/Traffic</b>	<b>10 Years following annual financial audit</b>	<b>Paper/Electronic</b>	
<b>11-1</b>	<b>Case Files M-1 to M-4 Traffic</b>	<b>25 Years following annual financial audit</b>	<b>Paper/Electronic</b>	



11-2	Case Files, Criminal M1 to M4	50 Years	Paper/Electronic	
11-3	Case Files --,Criminal MM	5 Years following annual financial audit	Paper/Electronic	
MCT-11	Case Files & Case Documents -All; OVI offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.	50-25 Years following annual financial report	Paper/Electronic	
11-5	Case Files—Traffic-MM	5 Years following annual financial report	Paper/Electronic	
MCT-12	Cash Payment Records	5 Years following annual financial auditreport	Paper/Electronic; <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
11-7	Complaints—Traffic (With Case File)	5 Years following annual financial report	Paper/Electronic	
11-8	Expungements	Sealed and Destroyed as Case Files	Paper/Electronic	
MCT-13	Supreme Court Reports	3 Years following annual financial report.	Paper/Electronic; <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-14	<u>Mayor's Court</u> Audio Recordings	<u>5 years after the final judgment in the case</u> Permanent	<u>Cassette Tapes/ Audio Software</u>	



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## 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)	(Date)
(Name)	11-24-2025
(Title)	

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission	(440) 490-2045
7307 Avon Belden Road	(Telephone Number)
North Ridgeville	44039
(Address)	(County)
(City)	Lorain
(Zip Code)	

To have this form returned to the Records Commission electronically, include an email address: [fgallam@nridgeville.org](mailto: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 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
2025-01	Contracts & agreements (all originals to Mayor's Office)	15 years after expiration/ termination	Paper, Electronic		<input type="checkbox"/>
2025-02	All correspondence and reports from departments (copies of originals)	Until no longer administratively needed	Paper, Electronic		<input type="checkbox"/>
2025-03	Proclamations	2 years	Electronic		<input type="checkbox"/>
2025-04	Community newsletters	Until superseded or obsolete, retain one copy	Paper, Electronic		<input checked="" type="checkbox"/>
2025-05	Wedding certificates	2 years	Paper		<input checked="" type="checkbox"/>
2025-06	Social media postings, videos, public service announcements, etc.	Until no longer administratively needed or until superseded	Electronic		<input type="checkbox"/>
2025-07	Employee grievances (submitted to Mayor's Office)	One year after employee leaves municipal employment	Paper, Electronic		<input type="checkbox"/>
2025-08	Permits issued by Mayor's Office (garage sale, sale of vehicle, business alarm system, block party, solicitor/peddler, mobile frozen dessert, junk yard)	2 years	Paper, Electronic		<input type="checkbox"/>
2025-09	Cash/check deposit records	One year following the annual audit	Paper, Electronic		<input type="checkbox"/>
2025-10	Union contracts	15 years after termination	Paper, Electronic		<input type="checkbox"/>



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OHIO HISTORY CONNECTION  
 FEBRUARY 1 2023  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

**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	12-1-2022
(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		
	(Telephone Number)		
7307 Avon Belden Road	North Ridgeville	44039	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.

	12-15-2022
Records Commission Chair Signature	Date

**Section C: Ohio History Connection - State Archives**

	Electronic Records Archivist	2023.02.15
Signature	Title	Date

**Section D: Auditor of State**

	Records Manager	
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"/>
2022-9	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"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input 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
					<input type="checkbox"/>



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OHIO HISTORY CONNECTION  
 FEBRUARY 1 2023  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

**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)

*[Handwritten Signature]*

Jeffrey 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@nriddgeville.org](mailto:fgallam@nriddgeville.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

12-15-2022

**Section C: Ohio History Connection - State Archives**

*Kevin Latta*

Electronic Records Archivist

2023.02.07

Signature

Title

Date

**Section D: Auditor of State**

Records Manager

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	Audited means: the years encompassed by the records have been audited by the	<input type="checkbox"/>
2022-10	Request for Proposals	Until No Longer of Admin. Value	Paper/ Electronic	Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<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"/>





## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

**Section A: Local Government Unit** *(To complete this form online, use "tab" key to jump from box to box.)*

**City of North Ridgeville**

**Building Division**

(local government entity)

(unit)

Guy M. Fursdon

Chief Building Official

December 1, 2025

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

**City of North Ridgeville**

**(440) 490-2045**

Records Commission

(telephone number)

7307 Avon Belden Road

North Ridgeville

44039

Lorain

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: [fgallam@nridgeville.org](mailto: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 Historical Society - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

Signature

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

## City of North Ridgeville

## Building 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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
BLDG-01	Address folders-detail of each address history  Address record –detail of each address history	Dispose of paper once digitally stored**  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-02	Appeals on interpretation of Code (kept in address folder)  Appeals on interpretation of Code	Dispose of paper once digitally stored**  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-03	Architect or engineer letters/response to construction issues (kept in address folder)  Architect or engineer letters/response to construction issues	Dispose of paper once digitally stored**  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-04	Bids (unsuccessful) (Projects handled by Bld Dept. only)  Bids (successful) (Projects handled by Bld Dept. only)	Dispose of paper once digitally stored**  3 years after letting of contract and annual audit  Dispose of paper once digitally stored**  Permanent	Paper  Electronic  Paper  Electronic		<input type="checkbox"/>

BLDG-05	Board of Zoning Case files (copies)	Dispose of paper once digitally stored**	Paper		<input checked="" type="checkbox"/>
	Board of Zoning Case files (copies)	Permanent	Electronic		
BLDG-06	Building/Zoning/Demolition Permit Documentation (includes application, HVAC load, IECC compliance, contractor misc. paperwork, residential & commercial drawings, Certificate of Plan Approval, permit fees, plan review comment sheet, inspection checklist and records, etc.)	Dispose of paper once digitally stored**	Paper		<input checked="" type="checkbox"/>
	Building/Zoning/Demolition Permit Documentation (includes application HVAC load, IECC compliance, contractor misc. paperwork, residential & commercial drawings, Certificate of Plan Approval, permit fees, plan review comment sheet, inspection checklist and records, etc.)	Permanent	Electronic		
BLDG-07	Building permit record books (sewer-no longer created)	Dispose of once digitally stored	Paper		<input checked="" type="checkbox"/>
	Building permit record (since 2000)	Permanent	Electronic		
BLDG-08	Census information file	Permanent	Paper		<input checked="" type="checkbox"/>
BLDG-09	Certificate of Occupancy (kept in address folder)	Dispose of paper once digitally stored**	Paper		<input checked="" type="checkbox"/>
	Certificate of Occupancy	Permanent	Electronic		
BLDG-10	Complaints – <del>to include notes</del> and violation records (includes notices, notes, photos, etc.)	Dispose of paper once digitally stored	Paper		<input type="checkbox"/>
	Complaints– and violation records (includes notices, notes, photos, etc.)	Permanent	Electronic		
BLDG-11	Contractor's Certificate of Insurance	<del>10 years</del> after expiration	Paper		<input type="checkbox"/>
		Dispose of once digitally stored  10 years	Electronic		

BLDG-12	Contractor's Performance Bonds	<del>10 years</del> after expiration  Dispose of once digitally stored  10 years	Paper  Electronic		<input type="checkbox"/>
BLDG-13	Contractor's Registration	<del>10 years</del> after expiration  Dispose of once digitally stored  10 years	Paper  Electronic		<input type="checkbox"/>
BLDG-14	Daily inspection assignment sheet  Daily inspection assignment sheet	Dispose of paper once digitally stored  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-15	Daily inspection tickets/detail list  Daily inspection tickets/detail list	Dispose of paper once digitally stored**  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-16	Daily report (deposits from permits)  Daily report (deposits from permits)	3 years following annual financial audit  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-17	Daily violation tickets  Daily violation tickets	Dispose of paper once digitally stored**  Permanent	Paper  Electronic		<input type="checkbox"/>
BLDG-18	Department Code Interpretations (since 2000)	Permanent	Electronic		<input type="checkbox"/>
BLDG-19	Ledger files (revenue in ZonePro) (since 2000)	Permanent	Electronic		<input type="checkbox"/>
BLDG-20	Liens (assessment info)	<del>3 years</del> Dispose of once digitally stored	Paper		<input type="checkbox"/>

	Liens (assessment info) (since 2009— spreadsheet only)	Permanent	Electronic		
BLDG-21	Monthly County Report record	3 years following annual financial audit	Paper/Electronic		<input type="checkbox"/>
BLDG-22	Monthly Reports (department activity to City Council)	5 years	Paper		<input type="checkbox"/>
	Monthly Reports (department activity to City Council) (since 2001)	Permanent	Electronic		
BLDG-23	Municipal owned building plans/records	Dispose of paper once digitally stored**	Paper		<input type="checkbox"/>
	Municipal owned building plans/records	Permanent	Electronic		
BLDG-24	Planning Commission Case files (copies)	Dispose of paper once digitally stored**	Paper		<input checked="" type="checkbox"/>
	Planning Commission case files (copies)	Permanent	Electronic		
BLDG-25	Prevailing wage records (Bld. Dept handled projects only)	5 years after completion of project provided audited	Paper/Electronic		<input checked="" type="checkbox"/>
BLDG-26	Property splits	Dispose of paper once digitally stored**	Paper		<input checked="" type="checkbox"/>
	Property splits	Permanent	Electronic		
BLDG-27	Re-inspection fee sheet	Permanent	Electronic		<input type="checkbox"/>
BLDG-28	Return receipts (certified mail)	Dispose of once digitally stored	Paper		<input type="checkbox"/>
	Return receipts (certified mail)	Permanent	Electronic		
BLDG-29	Sidewalk refund request	Until refunded & following annual financial audit	Paper  Electronic		<input type="checkbox"/>
BLDG-30	Sidewalk refund record	5 years following annual financial	Paper		<input type="checkbox"/>

		audit			
	Sidewalk refund record (since 2009)	Permanent	Electronic		
BLDG-31	State Building Codes	Until superseded-retain one copy perm.	Paper		<input type="checkbox"/>
BLDG-32	State annual reports of dept. activity	5 years	Paper		<input type="checkbox"/>
BLDG-33	Subdivision files	Dispose of paper once digitally stored**	Paper		<input checked="" type="checkbox"/>
	Subdivision files	Permanent	Electronic		
BLDG-34	ZonePro Building Dept. Software System (converted to BS&A software system)	Permanent	Electronic		<input type="checkbox"/>