

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



Records Commission
CITY HALL COUNCIL CHAMBERS
AGENDA OF JUNE 22, 2026
2:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

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

NEW BUSINESS

1. Department of Law – RC-2
2. Division of Public Utilities – RC-2

ADJOURNMENT

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 1, 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 June 16, 2025, Records Commission meeting

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

Approval of RC-2 – Mayor’s Court

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

Mayor's Court had to revise its retention schedule from what was submitted in June. In September, the Supreme Court released new retention schedules for all local, county, and state court systems. Using the new guidance, Mayor’s Court consolidated all criminal offenses—traffic, misdemeanors, and felonies—into a unified schedule. A 25-year retention period was selected, which is one of the time frames expressly allowed under the new schedules. It was originally set at 10 years. The reason many of the retention items are crossed out is that they are already included in the docket files, so there is no need to keep them separate. The proposed RC-2 is attached to the minutes.

It was moved by Esper and seconded by Wilkerson to approve the RC-2 for Mayor’s Court.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Mayor’s Office

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

There were many changes. Mentioned that under the New Business, the Commission would need to consider removing the Safety Service Director’s Retention Schedule. The Safety Service Director’s Retention Schedule was combined with the Mayor’s Office Retention Schedule. This also eliminated redundancy and confusion. Proposed RC-2 is attached to the minutes.

Director Wilkerson remarked that he 2025-09 says cash and check deposit records one year following the audit. Those documents are also retained by the finance department. She wanted to know why it is on the Mayor’s Office retention schedule.

Assistant Clerk of Council Gallam remarked that the schedule item was originally on the Mayor's schedule, so no change had been made to it, and it was kept the same. She stated that they had

not known whether it needed to be removed, since it had already been listed there previously. She further noted that they understood the item was also under the Finance Department's office, but believed it consisted only of copies related to permits and similar items for which the department received payments.

Director Wilkerson raised concerns regarding whether the Mayor's Office held the original documentation for employee grievances and whether those originals should instead be maintained in the Human Resources employee file. Director Wilkerson noted that the Human Resources Coordinator had previously emphasized the importance of retaining all original grievances, along with their outcomes, in the employee personnel files.

Law Director Moriarty stated that the Law Department maintained a file containing grievance documents, though many were believed to be copies. The law department will verify whether the original grievance documents were being retained by the Law Department and to ensure that any originals were provided to the appropriate office.

Mayor Corcoran asked about the union contracts.

Director Wilkerson remarked that the final copy is the copy adopted by the council. That's the copy that is the permanent record, but the mayor's office has the original because it's the signature. The signature is finalized in the union contract.

Clerk Gallam remarked that it was questioned why all of the contracts signed by the Mayor were not in the Mayor's office.

Director Wilkerson wanted to know whether the legislation could be updated with the signed contract.

Clerk Gallam explained that she usually receives the draft but tries to update it with a signed version if given one.

Director Wilkerson advised that the contract should be attached to the final version for the Clerk's Office so that it becomes part of the ordinance signed by the Mayor.

It was moved by Esper and seconded by Wilkerson to approve the RC-2 for the Mayor's Office.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Removal of RC-2 – Safety Service Director's Office

Mayor Corcoran noted that the Safety Service Director position no longer exists. The RC-2 was consolidated with the Mayor's Office RC-2. The RC-2 being removed is attached to the minutes.

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the removal of the Safety Service Director's Office RC2.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Building Division

Director Wilkerson, while reviewing the RC-2 forms, inquired whether the Building Division handled the Alarm System Permits. It was noted that this item had previously appeared on the Safety Service Director's Office RC-2, but did not appear on the Mayor's Office schedule. The proposed RC-2 is attached to the minutes.

Clerk Gallam will check which department/division is handling the Alarm System Permits.

Mayor Corcoran noted that there are some changes on page two of the document, which is a contractor certificate of insurance, moving from paper to electronic, as with the performance bonds and the contractor's registration.

Clerk Gallam noted that the addition of the electronic records category was due to the City's transition to permitting software, through which the Building Division would house all related records. She further stated that this change was also prompted by the recently adopted contractor registration legislation.

It was moved by Moriarty and seconded by Esper to approve the Building Division RC-2.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Police Department

Clerk Gallam remarked that Chief Freeman requested that the Police Department retention schedule be reviewed at the current meeting so auditors would have an opportunity to examine it. The RC-2 is attached to the minutes.

- Schedule 2022-01 - The first highlighted item reflected a consolidation of the retention schedule naming to align with simpler naming conventions used elsewhere, particularly for records involving Facebook and other social media.
- On the third page from the end, identified as Master Name Index (2009-23) - It was explained that the Master Index Cards were currently stored at the water tower and consisted of outdated Police Department index cards containing limited personal and incident-related information, such as report numbers, dates, officer badge numbers, and citation references—many of which were no longer in use. These cards had no current administrative value, offense data, or disposition information. Much of the information previously recorded on the index cards was already retained elsewhere under other approved retention schedules and was now held digitally rather than on paper. The Police Department no longer accessed the cards or used the water-tower storage location, as the process had been replaced by modern software systems rather than manual index cards. It was noted that the index had been designated as a permanent

record many years ago, though the rationale for that designation was unknown. The Ohio History Connection provided a recommendation regarding municipal police records. Based on comparable record types—such as arrest cards, which carried retention periods of three, ten, or fifteen years—a retention period of twenty-five years was proposed as a reasonable compromise, allowing for disposition of the index cards.

- Although the State Auditor currently classified the record as RC-3 required, it was believed this classification stemmed from the lack of a detailed description attached to the Master Name Index. It was suggested that had the contents been clearly identified, RC-3 may not have been applied. It was further noted that the records dated back to the 1950s.

The information contained in the Master Name Index was confirmed to also exist in other Police Department records, including applications, permit records, Mayor's Court citations, and standard police reports. It was stated that the index no longer held information of long-term value, such as DUI or OVI records or other misdemeanor data, and primarily reflected routine incidents recorded by officers at the time.

Director Moriarty inquired if the schedule mentioned videos on the second page; are those body cam videos?

Clerk Gallam explained that there's another section for body cam. The one that was questions us for social media, posting and videos.

Clerk Gallam added that once the Commission approve the new retention schedule for the Police Department it would go to the State Auditors for review and determine if RC-3 is still required.

It was moved by Esper and seconded by Wilkerson to approve the Police Department RC-2.

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 2:17 p.m.

These meeting minutes were approved on this ___ day of _____ 2026.

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

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

7307 Avon Belden Road

Records Commission
North Ridgeville

44039

440-490-2055
(Telephone Number)
Lorain

(Address)

(City)

(Zip Code)

(County)

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

frallam@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/ Electronic: <u>once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-02	Annual Money Reports	Permanent	Paper/ Electronic: <u>once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-03	Case Files & Case Documents – <u>All Criminal offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.</u>	25 Years following annual financial audit	Paper/Electronic	
MCT-04	Case Files & Case Documents – <u>All Traffic offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.</u>	25 40 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>	

SAO/LGRP-RC2-(Part 2), Revised December 2025



			<u>any paper copies may be destroyed.</u>	
MCT-06	Fine and Fee Record	<u>54 Years following the annual financial audit</u>	Paper/ Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
<u>99-12</u>	<u>Jail Commitments</u>	<u>2-Years-After Case-Closed</u>	<u>Paper/Electronic</u>	
MCT-07	Monthly Bank Statements and Cancelled Checks	3 Years following the annual financial audit	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-08	Monthly Reports, Case & Money Breakdown	<u>3 Years following the annual financial audit</u> Permanent	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-9	Parking Citations	Until Paid & following <u>the</u> annual financial audit	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-10	Receipts	<u>3-4 Years following the annual financial audit</u>	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
<u>99-4</u>	<u>Warrants/Criminal</u>	<u>25-Years following annual financial audit</u>	<u>Paper/Electronic</u>	
<u>99-3</u>	<u>Warrants/Traffic</u>	<u>40-Years following annual financial audit</u>	<u>Paper/Electronic</u>	
<u>44-4</u>	<u>Case Files M-1 to M-4 Traffic</u>	<u>25-Years following annual financial audit</u>	<u>Paper/Electronic</u>	

SAO/LGRP-RC2-(Part 2), Revised December 2025



44-2	Case Files, Criminal M4 to M4	60 Years	Paper/Electronic	
44-3	Case Files, Criminal-MM	6 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.	60-25 Years following annual financial report	Paper/Electronic	
44-6	Case Files—Traffic-MM	6 Years following annual financial report	Paper/Electronic	
MCT-12	Cash Payment Records	5 Years following annual financial audit report	Paper/Electronic; Once a record is preserved electronically, any paper copies may be destroyed.	
44-7	Complaints—Traffic (With Case File)	6 Years following annual financial report	Paper/Electronic	
44-8	Expungements	Sealed and Destroyed as Case Files	Paper/Electronic	
MCT-13	Supreme Court Reports	3 Years following annual financial report	Paper/Electronic; Once a record is preserved electronically, any paper copies may be destroyed.	
MCT-14	Mayor's Court Audio Recordings	5 years after the final judgment in the case Permanent	Cassette Tapes/ Audio Software	

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

11-24-2025

(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) 490-2045

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.

12-01-2025

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
2025-01	Contracts & agreements (all originals to Mayor's Office)	15 years after expiration/ termination	Paper, Electronic		☐
2025-02	All correspondence and reports from departments (copies of originals)	Until no longer administratively needed	Paper, Electronic		☐
2025-03	Proclamations	2 years	Electronic		☐
2025-04	Community newsletters	Until superseded or obsolete, retain one copy	Paper, Electronic		☒
2025-05	Wedding certificates	2 years	Paper		☒
2025-06	Social media postings, videos, public service announcements, etc.	Until no longer administratively needed or until superseded	Electronic		☐
2025-07	Employee grievances (submitted to Mayor's Office)	One year after employee leaves municipal employment	Paper, Electronic		☐
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		☐
2025-09	Cash/check deposit records	One year following the annual audit	Paper, Electronic		☐
2025-10	Union contracts	15 years after termination	Paper, Electronic		☐



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrct@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
FEBRUARY 1, 2021
STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 3

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)

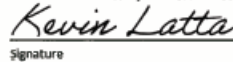
To have this form returned to the Records Commission electronically, include an email address:
fgallam@nridgeville.org

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Records Commission Chair Signature

12-15-2022
Date

Section C: Ohio History Connection - State Archives



Electronic Records Archivist

2023.02.07

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks
Digitally signed by Martin E. Meeks
Date: 2023.02.15 08:53:20 -0500

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

SAO/LGRP- RC-2 (Part 1 & 2), Revised August 2018

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		☐
2022-2	Block Party Permits	2 years	Paper/ Electronic		☐
2022-3	Solicitation Permits	2 years	Paper/ Electronic		☐
2022-4	Temporary Business Permits	2 years	Paper/ Electronic		☐
2022-5	Taxi Cab Permits	2 years	Paper/ Electronic		☐
2022-6	Mobile Frozen Dessert Permits	2 years	Paper/ Electronic		☐
2022-7	Garage Sale/Sale of Vehicle Permits	2 years	Paper/ Electronic		☐
2022-8	Junk Yard Permits	2 years	Paper/ Electronic		☐
2022-9	City Deposits	Until Annual Audit is Complete	Paper/ Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	☐
2022-10	Request for Proposals	Until No Longer of Admin. Value	Paper/ Electronic		☐
2022-11	Grievances	2 years After Resolved	Paper/ Electronic		☐
2022-12	Labor Union Contracts	Until Superseded by New Contract	Paper/ Electronic		☐

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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		☐
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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 *(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

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12/01/2026

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	Dispose of paper once digitally stored**	Paper		☐
	Address record -detail of each address history	Permanent	Electronic		
BLDG-02	Appeals on interpretation of Code (kept in address folder)	Dispose of paper once digitally stored**	Paper		☐
	Appeals on interpretation of Code	Permanent	Electronic		
BLDG-03	Architect or engineer letters/response to construction issues (kept in address folder)	Dispose of paper once digitally stored**	Paper		☐
	Architect or engineer letters/response to construction issues	Permanent	Electronic		
BLDG-04	Bids (unsuccessful) (Projects handled by Bld Dept. only)	Dispose of paper once digitally stored**	Paper		☐
		3 years after letting of contract and annual audit	Electronic		
	Bids (successful) (Projects handled by Bld Dept. only)	Dispose of paper once digitally stored**	Paper		
		Permanent	Electronic		

BLDG-05	Board of Zoning Case files (copies)	Dispose of paper once digitally stored**	Paper		☒
	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		☒
	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		☒
	Building permit record (since 2000)	Permanent	Electronic		
BLDG-08	Census information file	Permanent	Paper		☒
BLDG-09	Certificate of Occupancy (kept in address folder)	Dispose of paper once digitally stored**	Paper		☒
	Certificate of Occupancy	Permanent	Electronic		
BLDG-10	Complaints to include notes and violation records (includes notices, notes, photos, etc.)	Dispose of paper once digitally stored	Paper		☐
	Complaints- and violation records (includes notices, notes, photos, etc.)	Permanent	Electronic		
BLDG-11	Contractor's Certificate of Insurance	Dispose of once digitally stored	Paper		☐
		10 years	Electronic		

BLDG-12	Contractor's Performance Bonds	Dispose of once digitally stored 10 years	Paper Electronic		☐
BLDG-13	Contractor's Registration	Dispose of once digitally stored 10 years	Paper Electronic		☐
BLDG-14	Daily inspection assignment sheet Daily inspection assignment sheet	Dispose of paper once digitally stored Permanent	Paper Electronic		☐
BLDG-15	Daily inspection tickets/detail list Daily inspection tickets/detail list	Dispose of paper once digitally stored** Permanent	Paper Electronic		☐
BLDG-16	Daily report (deposits from permits) Daily report (deposits from permits)	3 years following annual financial audit Permanent	Paper Electronic		☐
BLDG-17	Daily violation tickets Daily violation tickets	Dispose of paper once digitally stored** Permanent	Paper Electronic		☐
BLDG-18	Department Code Interpretations (since 2000)	Permanent	Electronic		☐
BLDG-19	Ledger files (revenue in ZonePro) (since 2000)	Permanent	Electronic		☐
BLDG-20	Liens (assessment info) Liens (assessment info) (since 2000 - spreadsheet only)	3 years Dispose of once digitally stored Permanent	Paper Electronic		☐
BLDG-21	Monthly County Report record	3 years following annual	Paper/Electronic		☐

		financial audit			
BLDG-22	Monthly Reports (department activity to City Council)	5 years	Paper		☐
	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		☐
	Municipal owned building plans/records	Permanent	Electronic		
BLDG-24	Planning Commission Case files (copies)	Dispose of paper once digitally stored**	Paper		☒
	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		☒
BLDG-26	Property splits	Dispose of paper once digitally stored**	Paper		☒
	Property splits	Permanent	Electronic		
BLDG-27	Re-inspection fee sheet	Permanent	Electronic		☐
BLDG-28	Return receipts (certified mail)	Dispose of once digitally stored	Paper		☐
	Return receipts (certified mail)	Permanent	Electronic		
BLDG-29	Sidewalk refund request	Until refunded & following annual financial audit	Electronic		☐
BLDG-30	Sidewalk refund record	5 years following annual financial audit	Paper		☐
	Sidewalk refund record (since 2009)	Permanent	Electronic		

BLDG-31	State Building Codes	Until superseded-retain one copy perm.	Paper		☐
BLDG-32	State annual reports of dept. activity	5 years	Paper		☐
BLDG-33	Subdivision files	Dispose of paper once digitally stored**	Paper		☒
BLDG-34	Subdivision files ZonePro Building Dept. Software System (converted to BS&A software system)	Permanent Permanent	Electronic Electronic		☐

Section A: Local Government Unit

City of North Ridgeville

Police

(Local Government Entity)

(Unit)

6/24/2022	Mike Freeman	Police Chief
(Signature of Responsible Official) (Date)	(Name)	(Title)

**Section B: Records Commission
information**

See ORC 149.38 – ORC 149.412 for Records Commission

Records Commission			
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.

	12/01/2025
Records Commission Chair Signature	Date

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

Administr ation	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2019-01	Internal Investigations (non-criminal)	Investigation result in written reprimand: <u>One</u> year provided no intervening disciplinary action taken against the employee during this period	Paper / Electr onic	
		Investigation result in time off/lost pay: <u>Five</u> years provided no intervening disciplinary action taken against the employee during this period	Paper / Electr onic	
2012-01	Recovery of Property Record	2 years after disposition of property	Paper	
2009-08	Citizen complaints against personnel	4 years provided no action pending	Paper	
2015-07	Treasurers deposit sheets	Until no longer administratively needed.	Paper	
2020-17	Submitted reports to other governmental agencies	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
2020-18	Completed hunting registration and related forms	Destroy paper once scanned into computer system. 2 years	Paper Electr onic	
2020-19	Monthly Reports	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
	Annual Department Budget Preparation Sheets	Until that year's budget is accepted by council	Paper / Electr onic	
	Criminal Analysis Reports	Until no longer administratively needed	Paper / Electr onic	
	Employee Grievance Forms	Seven years and no pending action	Paper	
	Memorandums	1 year	Paper / Electr onic	
	Copies of city permits	Until no longer administratively needed	Paper	
	Mutual Aid Agreement	Until suspended or revised	Paper	
	Off Duty Work - Sign Up Sheets	Until no longer administratively needed	Paper	
	Monthly/Daily Planners and Calendars	Until no longer administratively needed	Paper / Electr onic	
	Shift bid process forms	1 year	Paper	
	Receipt of Directive, Procedures, General Orders	Until policy is suspended, revised or receipted again	Electr onic	
2015-04	Application/Permits – Block Party, Parades, Solicitation	Until no longer administratively needed	Paper	

2020-20	School safety drill forms (drills performed by schools)	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
2011-15	Time Sheets	3 years	Paper / Electr onic	
2012-02	Time Off Cards	3 years	Paper / Electr onic	
2020-21	UCR	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
2022-01	Social media postings, videos, public service announcements, etc	Until No longer administratively needed or Until superseded	Electr onic	

Alcohol Breath Testing Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS- LGRP
2016-01	BAC Calibration/RFI Tests:	3 years provided no action pending	Paper	
	Operators Permit	2 years or until renewed	Paper	
	BAC Test Result Form	3 years provided no action pending	Paper	
	Officer Proficiency Tests	3 years provided no action pending	Paper	

Body WORN Camera System (BWCS) Recordi ngs	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
	Traffic Stop	30 days	Digital Media	
	Traffic Crash	90 days	Digital Media	
	Call for Service	30 days	Digital Media	
	Traffic Arrests (MM)	90 days	Digital Media	
	Traffic Arrests M1 – M4	180 days	Digital Media	

	Criminal (MM or Unclassified)	180 days	Digital Media	
	Criminal (M4 – M1)	2 years	Digital Media	
	All Felonies	7 years	Digital Media	
	Use of Force	1 year	Digital Media	
	Vehicle Pursuits	2 years	Digital Media	

CVSA	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-22	CVSA background reports(in house) if hired	Destroy paper once scanned into computer system. Until no longer with agency and no actions pending	Paper / Electronic	
	CVSA background reports (in house)	If not hired, 7 years.	Paper / Electronic	
	CVSA background reports (other agency)	2 years	Paper / Electronic	
	CVSA for Criminal Cases	Retention based upon criminal case retention periods	Paper / Electronic	
	CVSA for administrative investigation	2 years provided no action pending	Paper / Electronic	

Dispatch Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-01	Animal Trap Log	Until no longer administratively needed	Paper	
2015-12	Key logs	30 days	Paper	

Employee Related Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
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2020-23	Employee Injury Reports	Until no longer with agency and no actions pending	Paper	
	Quarterly Employee Evaluations	Destroy paper once scanned into computer system. Until the employee is no longer employed by NRPD	Paper Electronic	
	FTO Evaluations	Destroy paper once scanned into computer system. Until the employee is no longer employed by NRPD	Paper Electronic	
	Pre-Employment Background Reports	Destroy paper once scanned into computer system. If hired, until no longer employed by agency. If not hired 7 years	Paper Electronic	
2020-24	Employee Training records	Destroy paper once scanned into computer system. Until the employee is no longer employed by NRPD	Paper Electronic	
	Employee Training Requests	Until the employee is no longer employed by NRPD	Paper	

Firearms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2009-17	Individual Officer Firearm Qualification Records	Until no longer with agency and no actions pending	Paper/ Electronic	
	Firearm Training Day Record	5 years and no action pending	Paper/ Electronic	
	Yearly Firearm Training Plan	10 years and no actions pending	Paper/ Electronic	
	Firearm Inventory Sheet	5 years	Paper/ Electronic	

Jail	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-25	Jail Video - booking/dayroom	30 days	Digital Media	
	Booking Photos	Destroy paper once scanned into computer system.	Paper	

		3 years	Electronic	
	Commitment/Release Orders	Place in Case Jacket. Retention will run with criminal case retention period	Paper/ Electronic	
	Book-In Records	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
	Inmate medical records/medication logs/medical bills/letters declining payment of bills	Destroy paper once scanned into computer system. 6 years	Paper/ Electronic	
	Visitation Logs	1 year	Paper	
	Rule 4 Waivers	2 years	Paper	
	Jail Incident Report	Destroy paper once scanned into computer system. 5 years	Paper/ Electronic	
	Jail Laundry Receipts	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
	State Inspection Reports/Related Records	Destroy paper once scanned into computer system. 5 years	Paper/ Electronic	
	Jail maintenance records	2 years	Paper	
	Monthly NRPD Jail Inspection Reports	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
2020-26	Inmate activity/check logs	Destroy paper once scanned into computer system. 2 years	Paper Electronic	
	Quarterly Jail Fire Drill Reports	Destroy paper once scanned into computer system. 2 years	Paper Electronic	
	Immigration Detainers	2 years	Paper	
	Jail Medical/Mental Health Plan	5 years	Paper/ Electronic	

Offense Reports	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-27	NON-CHARGED CRIMINAL REPORTS			
	NC misdemeanor offense reports	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	Non-charged felony offense reports	Destroy paper once scanned into computer system. 6 years with the exception of the following:	Paper Electronic	

	<i>Aggravated Vehicular Manslaughter</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Involuntary Manslaughter</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Kidnapping</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Trafficking in Persons</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Unlawful Sexual Conduct with a Minor</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>GSI</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Compelling Prostitution</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Arson</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Soliciting or Providing Support for Acts of Terrorism</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Making Terroristic Threats</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Terrorism</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Criminal Possession of Chem., Biolog., Radiol., or Nuclear Weapon, Expl. Device</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Criminal Use of Chem., Biolog., Radiol., or Nuclear Weapon, Expl. Device</i>	Destroy paper once scanned into computer system.	Paper Electronic	

		20 years for following offenses		
	<i>Illegal assembly or possession of chemicals or substance for manufacture of prohibited weapons</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Money laundering in support of terrorism</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Robbery</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Burglary</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Burglary</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Riot</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Felonious Assault</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Assault</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Assault</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Rape</i>	Destroy paper once scanned into computer system. 25 years for following crime	Paper Electronic	
	<i>Murder</i>	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	
	<i>Aggravated Murder</i>	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	

	Aggravated Murder	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	
	CHARGED CRIMINAL REPORTS			
	Charged Misdemeanor Offense Reports	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	Charged felony offense reports	Destroy paper once scanned into computer system. 6 years with the exception of the following:	Paper Electronic	
	<i>Convicted of the following but did <u>not</u> plead guilty or no contest:</i>			
	Aggravated Murder	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Murder	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Voluntary Manslaughter	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Involuntary Manslaughter	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Aggravated Vehicular Manslaughter	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Rape	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Sexual Battery	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	GSI -victim is under the age of 18	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
		****Retention of the above is extended beyond 30 plus years if the following applies:		

		1) Offender is still in prison or on probation for offense. 2) Is required to register as a sexual offender. 3) There is pending civil litigation stemming from the offense.		
	<i>Convicted of the following and plead guilty or no contest:</i>			
	Aggravated Murder	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Murder	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Voluntary Manslaughter	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Involuntary Manslaughter	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Aggravated Vehicular Manslaughter	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Rape	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Sexual Battery	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	GSI -victim is under the age of 18	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	<i>Other Police Reports:</i>			
	Suicide/Unintentional Death Reports -As declared by LC Coroner	Destroy paper once scanned into computer system. 6 years provided no pending action	Paper Electronic	
2020-28	Child Abuse reports	Destroy paper once scanned into computer system.	Paper Electronic	

		7 years provided no pending actions		
	Non-criminal informational reports	Destroy paper once scanned into computer system. 1 years	Paper Electronic	
2020-29	Animal Bite Reports	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	

Police Work Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2011-11	Aggression/Resistance Form	Destroy paper once scanned into computer system. 3 years provided no actions pending	Paper Electronic	
2015-13	Vehicle Lockout Forms	1 year	Paper	
2011-10	Ride along forms	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
2012-04	Vehicle Pursuit Forms	Destroy paper once scanned into computer system. 3 years	Paper Electronic	

Record Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-03	Audio recordings of police radio and telephone conversations	180 days provided no action pending	Electronic	
2015-06	Credit card receipts for bond purposes	Place in corresponding case jacket. Retention based upon criminal case retention periods.	Paper	
2009-14	Dispatch CAD logs	7 years	Paper/ Electronic	
2020-30	Expungement Reports	Destroy paper once scanned into computer system. Place in corresponding case jacket. Retention based upon criminal case retention period.	Paper/ Electronic	

		50 years unless forwarded to a state or federal agency		
2009-16	Fingerprint paper cards			
2015-09	Incident logs	3 years	Electronic	
	Master Name Index – Arrest Cards/Records. The index includes data on victims, witnesses, suspects, offenders, and other related people. Index cards no longer have administrative value since the implementation of multiple Centralized Databases that are referenced in other retention schedules of this RC-2.			
2009-23		25 years	Paper/ Electronic	RC-3 Required
	Building Security Cameras	30 days	Digital media	
	LEADS Audit Report	3 years	Paper	
2009-09	LEADS Printouts/CCH	Until no longer administratively needed. Not a public record	Paper	
	LEADS/FBI Audit	1 year	Paper	
	LEADS TRAINING RECORDS	Maintain for duration of employment	Paper	
	Courts motions for disposal of property forms	Destroy paper once scanned into computer system. Place in case file and run concurrent with case retention	Paper Electronic	
	Media Releases	Destroy paper once scanned into computer system. Place in case file and runs concurrent with case retention	Paper Electronic	
	Temporary Protection Orders	Until cancelled or suspended – sent back to court	Paper	
	Receipt Books	5 years	Paper	

Services	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
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2020-31	Completed Disposal of Impounded Vehicle Forms	3 years	Paper	
	Gov. Deals Auction/Sale Transaction Forms	3 years	Paper	
	Mayor Permission Letters for disposal of city owned property	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
2020-32	Police Vehicle Maintenance Requests/Records	Destroy paper once scanned into computer system. Life of vehicle while owned by City	Paper/ Electronic	
	Building Maintenance Requests/Records	5 years	Paper	
	Generator maintenance checks	Life of equipment for city use	Paper	
	Building/Jail Exterminating Records	2 years	Paper	
	Animal Trap Forms	Until no longer administratively needed	Paper	

Traffic Related Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-16	Voided Traffic Citations/Traffic Ticket Logs	3 years	Paper	
2009-30	Written Warnings/Correction Orders	1 year	Paper	
2020-33	Crash Reports and related documents	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
2020-34	Traffic Detail Productivity Sheets	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	Federal Traffic Grant Forms/Financial Submissions	As specified in grant	Paper	
2009-29	Vehicle Tow Sheets	3 years	Paper	
2015-05	Correction Order	1 year	Paper	
2020-35	Report of Violation of School Bus Red Lights Reports/Associated Video	180 days	Paper	



RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

Section A: Local Government Unit

City of North Ridgeville

Law Department

(Local Government Entity)

(Unit/Department)

R. Brian Moriarty

Law Director

05/05/2026

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

North Ridgeville

Records Commission

(440) 490-2068

(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.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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 retains 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

Law Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
Law-01	Civil Files	10 years provided no action pending	Paper/ Electronic		☒
Law-02	Criminal Files – Electronic database scanned copies, paper copies – unscanned audio/video components, correspondence, messages, etc. attached to criminal files.	20 years provided no action pending	All		☒
Law-03	Criminal Murder Files	Permanent	All		☒
Law-04	Original paper copies of criminal files scanned electronically into database	One year and one day after the year of the file	Paper		☐
Law-05	Easements	Permanent	Paper/ Electronic		☒
Law-06	Grievance records	1 year after resolved	Paper/ Electronic		☐
Law-07	Legal opinions (formal)	Permanent	Paper/ Electronic		☒
Law-08	Claims for damages	2 years after case settled & appeals exhausted	Paper/ Electronic		☐
Law-09	Court transcripts	3 years after case settled	Paper/ Electronic		☐
Law-10	Subdivision/PCD agreements	Permanent	Paper/ Electronic		☒
Law-11	Legal research	Until no longer administratively needed	Paper/ Electronic		☐
Law-12	Legal resources, treatises, manuals, Handbooks	Until no longer administratively needed	Paper/ Electronic		☐

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

Law-13	Copies/duplicates of existing documents And existing other media types	Until no longer administratively needed	All		☐
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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

Division of Public Utilities

(Local Government Entity)

(Unit)

Tara L. Peet

Director of Community Services

06/06/202422/2026

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

440.490.2049

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

Division of Utilities

(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	<i>Address file</i> • Correspondence • Water contract • ID • Readings • Adjustment cards (no longer created) • Meter installation info • Final reads & sheets • Leak investigation • Manual meter reads • Nsf notification • <u>Other data relevant to the owner/address</u> • <u>Water meter purchase receipts</u> • <u>Water tap-in receipts</u>	Permanent	Electronic		☐
2024-02	<i>Appointment books—scheduling of service staff for water meter install, water shut off, water turn on, meetings, etc.</i>	Until no longer admin needed	Electronic		☐
2024-03	<i>Billing system-Muni-Link/Invoice Cloud</i> • 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 • Various billing/reading reports	Life of software system	Electronic		☐

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

See instructions before completing this form.

City of North Ridgeville

Division of Utilities

(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
2024-04	<i>Deposit tickets/paper receipts</i>	Destroy paper once digitally stored 3 years following annual financial audit	Paper Electronic		☐
					☐
2024-06	Onbase workflow <i>Filehold</i> (from Building and Engineering flows) • special assessment requests • pending water meter scheduling • pending water meter installation • water permit information • sewer tap inspection flow from engineering	Life of the software system	Electronic		☐
2024-07	<i>Payment arrangements-agreed to arrangements to avoid shut off</i>	Destroy after arrangement deadline	Paper		☐
2024-08	<i>Payment stubs (from mail & in-house customer payments)</i>	Destroy once that month's billing cycle is complete	Paper		☐

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

See instructions before completing this form.

City of North Ridgeville

Division of Utilities

(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
2024-09	Utility payment checks (scanned in through EZ check scanner	Destroy after the monthly billing cycle is complete	Paper		