

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
June 22, 2026**

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, Assistant Law Director Sean Kelleher, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the December 1, 2025, Records Commission meeting

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

Department of Law RC-2

Clerk Gallam explained that the only change made was for criminal murder files, which are now permanent. The Law Department requested that criminal murder files be made permanent in its system. Copies and duplicates of existing documents were moved to Law-13; the records were originally listed under Law-03. No other changes were noted.

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

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Division of Public Utilities RC-2

Utilities Director Peet provided a new version of the schedule. She noted that the original version included in the packet was based on an older schedule and did not reflect the most current changes. Director Peet noted the following:

- The changes were denoted in red. Under address file readings, adjustment cards were removed, and water meter purchase receipts and water tap-in receipts were added.
- The address file is an electronic file in the system, and nothing is ever removed from it.
- The appointment books were removed from the schedule because staff no longer use paper books and now use a shared Outlook calendar.
- OnBase was updated to FileHold, as the Division is transitioning records from OnBase to FileHold.

It was moved by Wilkerson and seconded by Esper to approve the RC-2 for the Division of Public Utilities.

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 2:05 p.m.

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

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary



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

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: 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
SAO-/LGRP- RC-2 (Part 1 & 2), Revised May 2024

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) <u>For use by LGRP only</u> 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		☐
--------	---	---	-----	--	--------------------------

DRAFT



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

Page 1 of 4

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

06/06/2024/22/2026

(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 • Other data relevant to the owner/address • <u>Water meter purchase receipts</u> • <u>Water tap-in receipts</u>	Permanent	Electronic		☐
2024-02	Appointment books—scheduling of service staff for water meter install, water shut off, water turn on, meetings, etc.	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 <u>Filehold</u> (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 arrangemen t 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		