



# CITY OF NORTH RIDGEVILLE

## OFFICE OF THE CLERK OF COUNCIL

Nicholas Ciofani, Clerk of Council

Fijabi Gallam, CMC  
Assistant Clerk of Council  
Tina Wieber  
Deputy Clerk of Council



North Ridgeville City Council  
Board of Zoning & Building Appeals  
Civil Service Commission  
Planning Commission

### RECORDS COMMISSION MEETING

#### AGENDA

Tuesday, June 28, 2022

2:00 P.M. – CITY COUNCIL CHAMBERS

1. **CALL TO ORDER:** 2:00 P.M.
2. **ROLL CALL:**
3. **MINUTES:**

Records Commission meeting minutes of December 15, 2021

4. **APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE):**
  - Public Utilities – RC-2
  - Treasurer’s Office – RC-2
  - Human Resource Department – RC-2
  - Planning and Economic Department – RC-2
  - Clerk of Council – RC-2
  - Fire Department – RC-2
  - Police Department – RC-2
  - Office for Older Adults – RC-2
  - Parks and Recreation Department – RC-2
5. **ADDITIONAL BUSINESS:**
6. **ADJOURNMENT:**

7307 Avon Belden Road, North Ridgeville, Ohio 44039

Phone: (440) 353-0513

Fax: (440) 353-1528

[www.nridgeville.org](http://www.nridgeville.org)

**NORTH RIDGEVILLE RECORDS COMMISSION  
MEETING MINUTES  
December 15, 2021**

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, Law Director Brian Moriarty, Robert Esper, and Secretary Fijabi Julien-Gallam.

Auditor April Wilkerson was excused.

It was moved by Chairman Corcoran and seconded by Moriarty to appoint Fijabi Julien-Gallam as the Records Commission Secretary.

A voice vote was taken and the motion carried.

Yes – 3                      No – 0

Also present were Treasurer Brian Keller, and Public Utilities Director Tara Peet.

**Minutes from the July 14, 2021 Record's Commission meeting**

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

**Approval of RC-1 – Treasurer's Office**

Brian Keller stated that the documents are one-time disposal of obsolete records that are outdated. Some of the documents are summaries and analyses that were done about 20 years ago. The studies and analysis are no longer needed for administrative use. He provided a list of everything. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Esper to approve RC-1.

A voice vote was taken and the motion carried.

Yes – 3                      No – 0

**Approval of RC-2 – Treasurer's Office**

Brian Keller stated that some of the records needed clarification and identification to track and dispose of the documents more accurately. He provided a list of everything and its history.

Chairman Corcoran wanted to know if there were any reasons the City would need the original sewer tap assessments if the property owner doesn't pay. Mr. Keller explained that the Treasurer's Office would have a copy of the original electronically.

Chairman Corcoran wanted to know what would happen if the City does not have the original paper copy for when a property owner does not pay and it is taken to court.

Mr. Moriarty explained that if the City does not have the original hard document, but has a copy, the City would be able to certify the copy to show it as the true and accurate copy of the original in court.

Mr. Keller explained that the Engineer's office has records of the assessments in more detail because they start the work. The treasurer's office reports the assessments to Lorain County.

It was moved by Chairman Corcoran and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3                      No – 0

**Approval of RC-2 – Public Utilities**

Tara Peet remarked that she had one addition to the RC-2 on page 4 (Retention Schedule Number 2021-13). The addition is a record that is being created for reconciliation purposes. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3                      No – 0

**Approval of RC-2 – Planning Commission**

Fijabi Julien-Gallam requested to add visual as a type of media that is being created under retention schedule numbers 2021-08 and 2021-09. This change was needed due to using YouTube as a visual format for the record of the meetings. Mrs. Gallam also requested to change the retention period from “Until minutes are drafted” to “Until minutes are approved” under retention schedule numbers 2021-08 and 2021-09. Mrs. Gallam noted that the scheduled numbers were changed to reflect the start of the new staff in the office and to make the schedule numbers consistent.

Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Esper and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

**Approval of RC-2 – Civil Service Commission**

Fijabi Julien-Gallam remarked she is requesting the same changes under retention schedule number 2021-14 as the changes that were requested under the Planning Commission RC-2.

It was moved by Chairman Corcoran and seconded by Esper to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

**Additional Business**

Chairman Corcoran requested if there were any additional business.

Mr. Moriarty noted that an RC-3 form was submitted to the Records Commission Secretary and it was sent to the Ohio History Connection for review. The Commission doesn't approve the RC-3. The requested items on the RC-3 are approved to be disposed of after the 15-day waiting period from the time the Ohio History Connection receives the RC-3. Secretary Fijabi Gallam agreed with the statement.

**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 \_\_\_\_\_ 2021.

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Fijabi Julien-Gallam, CMC  
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**

City of North Ridgeville	Utilities Department
(Local Government Entity)	(Unit)
Tara L. Peet	Director of Public Utilities
(Signature of Responsible Official)	(Date)
(Name)	(Title)

**Section B: Records Commission**

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

	Records Commission	440.353.1508
7307 Avon Belden Road	North Ridgeville	(Telephone Number) 44039 Lorain
(Address)	(City)	(Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address: [sma@nridgeville.org](mailto:sma@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

Utilities 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 LGRP	(6) RC-3 Required by LGRP
2021-01	<p><i>Address file</i></p> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Water contract</li> <li>• ID</li> <li>• Readings</li> <li>• Adjustment cards</li> <li>• Meter installation info</li> <li>• Final reads &amp; sheets</li> <li>• Leak investigation</li> <li>• Ach authorization</li> <li>• Manual meter reads</li> <li>• Nsf notification</li> <li>• Water bill stubs (Avon &amp; Village of Sheffield only)</li> <li>• Other data relevant to the owner/address</li> </ul>	<p>Destroy paper once digitally stored</p> <p>Permanent</p>	<p>Paper</p> <p>Electronic</p>		<input type="checkbox"/>
2021-02	<p><i>Appointment books</i> –scheduling of service staff for water meter install, water shut off, water turn on, meetings, etc.</p>	1 year	Paper		<input type="checkbox"/>
2021-03	<p><i>Billing system-</i></p> <ul style="list-style-type: none"> <li>• Customer tab-includes account number, address, phone, email, notes pertaining to account</li> <li>• Service tab-active services</li> <li>• Current and past due amounts</li> <li>• Deposit history</li> <li>• Financial summary</li> <li>• Financial detail</li> <li>• Reading history</li> </ul>	3 years	Electronic		<input type="checkbox"/>
2021-04	<p><i>Deposit slips/breakout/receipts from Treasurer</i></p>	3 years	Paper		<input type="checkbox"/>

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

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City of North Ridgeville

Utilities 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 LGRP	(6) RC-3 Required by LGRP
2021-05	<i>EPA monthly distribution report</i>	3 years	Electronic		<input type="checkbox"/>
2021-06	<i>French Creek Wastewater Treatment Plant master meter invoices (Marsh McB) for sanitary sewer – Avon, North Ridgeville, Village of Sheffield</i>	3 years	Electronic		<input type="checkbox"/>
2021-07	<i>Invoices</i>	3 years	Electronic		<input type="checkbox"/>
2021-08	<b>Monthly billing reports</b> <ul style="list-style-type: none"> <li>• Past due accounts</li> <li>• Leak reports</li> <li>• ACH reports</li> <li>• Billing reports</li> <li>• Payment distribution reports</li> <li>• Consumption audit</li> <li>• Pay/Adj Summary by service/rate/rt</li> <li>• Accounts receivable summary</li> <li>• Adjustment register</li> <li>• Adjustment transaction list</li> <li>• Payment register/transaction list</li> <li>• Trial balance</li> <li>• G/L distribution</li> </ul>	3 years	Electronic		<input type="checkbox"/>
2021-09	<b>Onbase workflow (from Building and Engineering flows)</b> <ul style="list-style-type: none"> <li>• special assessment requests</li> <li>• pending water meter scheduling</li> <li>• pending water meter installation</li> <li>• water permit information</li> <li>• sewer tap inspection flow from engineering</li> </ul>	Permanent	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of North Ridgeville

Utilities 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 LGRP	(6) RC-3 Required by LGRP
2021-10	<i>Payment arrangements-agreed to arrangements to avoid shut off</i>	Destroy once paper digitally scanned  1 year	Paper  Electronic		<input type="checkbox"/>
2021-13	<i>Payment stubs (from mail &amp; in-house customer payments)</i>	1 year	Paper		<input type="checkbox"/>
2021-11	<i>Receipt books (for water tap-ins, when system is down, or payment in full for water meters)</i>	3 years	Paper		<input type="checkbox"/>
2022-02	<i>Social Media – copies of 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)</i>	Until No longer administrati vely needed or until superseded	Electronic		<input type="checkbox"/>
2021-12	<i>Third Party billing vendor reports (processor of payments through online payment, IVR line)</i> <ul style="list-style-type: none"> <li>• ACH Returns/Corrections</li> <li>• Bill Delivery</li> <li>• Check Intercept Payment</li> <li>• Customer Payment Detail</li> <li>• Customer Payment Summary</li> <li>• Customer Profile</li> <li>• Customer Profile (Monthly)</li> <li>• Customer Service Payment Detail</li> <li>• Customer Service Payment Summary</li> </ul>	6 years	Electronic		<input type="checkbox"/>



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

City of North Ridgeville

Utilities 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 LGRP	(6) RC-3 Required by LGRP
	<ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Failed email</li> <li>• Future Scheduled Payments</li> <li>• Monthly Payment Recap (Monthly)</li> <li>• Payment Adjustment</li> <li>• Payment Detail</li> <li>• Payment Plan</li> <li>• Payment Recap</li> <li>• Payment Rules</li> <li>• Payment Transaction</li> <li>• Rejected Payments</li> <li>• Returned Payments</li> <li>• Returned Payments (Monthly)</li> </ul>				
2022-01	<p>Utility payment checks (scanned in through EZ check scanner)</p> <p>Utility payment checks scanned (file in EZ scanner)</p>	<p>Destroy once billing is processed for the month</p> <p>3 years</p>	<p>Paper</p> <p>Electronic</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



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  
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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: Local Government Unit**

**City of North Ridgeville**

**Treasurer's Department**

(Local Government Entity)

(Unit)

**Brian Keller Treasurer 06/23/22**

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

**City of North Ridgeville**

**Records Commission**

**440-353-1508**

(Local Government Entity)

(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

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 State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

**RECORDS RETENTION SCHEDULE (RC-2) - Part 2**

See instructions before completing this form. Must be submitted with PART 1

**Section E: Table of Records to be Disposed**

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period: The Treasurer's Department will Retain this for..	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP	(6) RC-3 Required by LGRP
2018-01	Accident/Injury Reports	Dispose Once Digitally Scanned 10 Years From Date of Report	Paper Electronic		
2018-02	Incident Reports	Dispose Once Digitally Scanned 10 Years From Date of Report	Paper Electronic		
2018-03	Employee Injury Report (Non-Worker's Compensation)	Dispose Once Digitally Scanned 10 Years From Date of Report	Paper Electronic		
2018-04	Bodily Injury Report to Non-Employee	Dispose Once Digitally Scanned 10 Years From Date of Injury Provided no Action Pending	Paper Electronic		
2018-05	Damage to Municipal Vehicle or Property Report	Dispose Once Digitally Scanned 6 Years From Date of Report Provided no Action Pending	Paper Electronic		
2018-06	Traffic Crash Report	Dispose Once Digitally Scanned 6 Years From Date of Report Provided no Action Pending	Paper Electronic		
2018-07	Pending Insurance Claims	Dispose Once Digitally Scanned 6 Years From Date of Claim Provided no Action Pending	Paper Electronic		
2018-08	Property Assessment Correspondence	Dispose Once Digitally Scanned 5 years from date the collection period ends	Paper Electronic		
2018-09	Bank Depository Agreements	Dispose Once Digitally Scanned 10 Years From Date of Signed Agreement	Paper Electronic		
2018-10	Bank Account Authorized Signer Forms	Dispose Once Digitally Scanned 10 Years From Date of Signed Agreement	Paper Electronic		
2018-11	Bank Account Wire Authorization Forms	Dispose Once Digitally Scanned 10 Years From Date of Signed Agreement	Paper Electronic		
2018-12	Bank Reconciliations	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-13	Bank Statements	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-14	Bank Account Cost of Service Analysis Report	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2021-15	Banking Services Proposals	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-16	Investment Advisor Statements	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-17	Investment Transaction/Settlement Reports	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-18	Investment Custodian Account Statements	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2021-19	Investment Services Proposals	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-20	Deposit Slips & Deposit Receipts	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-21	Bonds	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic	Historical	Historical



(1) Schedule Number	(2) Record Title & Description	(3) Retention Period: The Treasurer's Department will Retain this for..	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP	(6) RC-3 Required by LGRP
2018-22	Bond Anticipation Notes: Transcript of Proceedings	Dispose Once Digitally Scanned 5 years from year end date provided year has been audited	Paper Electronic		
2018-23	Bond Anticipation Notes Correspondence: Final Closing Memorandum	Dispose Once Digitally Scanned 5 years from year end date provided year has been audited	Paper Electronic		
2018-24	Escrow Accounts	Dispose Once Digitally Scanned 5 years from date of project completion	Paper Electronic		
2018-33	Insurance Contracts: Comprehensive/Property, Fireworks, Cyber Risk, Party in the Park, & Corn Festival Quotes	Dispose Once Digitally Scanned 5 years from date of quote	Paper Electronic		
2018-34	Insurance Contracts: Comprehensive/Property, Fireworks, Cyber Risk, Party in the Park, & Corn Festival	Dispose Once Digitally Scanned 10 years from expiration of contract	Paper Electronic		
2018-35	Comprehensive/Property, Fireworks, Cyber Risk, Party in the Park	Dispose Once Digitally Scanned 10 years from date of determination	Paper Electronic		
2018-36	Insurance Contracts: Worker's Compensation	Dispose Once Digitally Scanned 10 years from expiration of contract	Paper Electronic		
2018-37	Worker's Compensation Insurance Correspondence: Employee Claims	Dispose Once Digitally Scanned 3 years from DOD or separated from employment	Paper Electronic		
2018-38		5 Years From Date of Claim (Keep Claims Within Experience in Office Filing Cabinet)	Paper		
2018-39		5 Years From Date of Claim (Claims out of Experience Period at Water Tower)	Paper		
2018-40	Worker's Compensation Insurance Correspondence: Duty Injury Payroll Report	Dispose Once Digitally Scanned 3 years from DOD or separated from employment	Paper Electronic		
2018-41		5 Years From Date of Claim (Keep Claims Within Experience in Office Filing Cabinet)	Paper		
2018-42		5 Years From Date of Claim (Claims out of Experience Period at Water Tower)	Paper		
2018-43	Worker's Compensation Insurance Correspondence: PERRP Accident/Injury Reports & Logs	Dispose Once Digitally Scanned 5 years from year of submission	Paper Electronic		
2018-44	Worker's Compensation Insurance Correspondence: Lorain County Safety Council Semi-Annual Report, Drug Free Safety Program, Quarterly Activity Report, Medical Savings Report, Notification of Medical Expenses Paid	Dispose Once Digitally Scanned 3 years from date of report	Paper Electronic		
2018-45	Supplemental Insurance Correspondence: Enrollment Forms	Dispose Once Digitally Scanned 5 years from date of separation of employment	Paper Electronic		
2018-46	Journal Entry Copies (Originals on Auditor's Department Retention Schedule)	Dispose Once Digitally Scanned 3 years after audited	Paper Electronic		
2018-51	Tax Abatement Agreement: Community Reinvestment Act (CRA)	Dispose Once Digitally Scanned Duration of the abatement + 6 calendar years	Paper Electronic		
2018-52	Tax Increment Financing (TIF)	Dispose Once Digitally Scanned Duration of the abatement + 6 calendar years	Paper Electronic		
2018-53	Tax Abatement Agreement: Enterprise Zones	Dispose Once Digitally Scanned Duration of the abatement + 6 calendar years	Paper Electronic		
2018-54	Tax Abatement Agreement Correspondence: Lorain County Tax Incentive Review Committee (TIRC) Documents	Dispose Once Digitally Scanned 6 years from date of meeting	Paper Electronic		
2018-55	Fleet Management: Vehicle Environmental Check Report, Covert License Plate Renewal Notice, Gratis Report & Documentation	Dispose Once Digitally Scanned 2 years from date of document	Paper Electronic		
2018-56	Fleet Management Correspondence: Addition, Removal, & Change Documentation	Dispose Once Digitally Scanned 2 years from date of document	Paper Electronic		

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period: The Treasurer's Department will Retain this for..	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP	(6) RC-3 Required by LGRP
2018-57	Equal Employment Opportunity Commission (EEOC) Complaints	Dispose Once Digitally Scanned 2 years from date of resolution	Paper Electronic		
2018-58	Family Medical Leave Act (FMLA) Applications	Dispose Once Digitally Scanned 3 years from application date	Paper Electronic		
2018-59	Community Development Block Grant (CDBG)	Dispose Once Digitally Scanned 7 Years from Completion Date of Grant	Paper Electronic		
2021-60	Community Housing Improvement Project (CHIP) Grant Affidavid/Promisory Note	3 Years from Payoff Date of Mortgage	Paper		
2021-61	Community Housing Improvement Project (CHIP) Payoff Letter	3 Years from Payoff Date of Mortgage	Electronic		
2021-62	Community Housing Improvement Project (CHIP) Grant (Unsatisfied Mortgage)	Permanent	Paper		
2021-63	Community Housing Improvement Project (CHIP) Grant (Satisfied Mortgage)	3 Years from Payoff Date of Mortgage	Paper		
2021-64	Community Housing Improvement Project (CHIP) Grant Semi-Annual Program Income Report	3 Years from Date Filed with the State of Ohio	Electronic		
2018-65	Bureau of Worker's Compensation (BWC) Safety Grant & All Correspondence	Dispose Once Digitally Scanned 7 Years from Award Date	Paper Electronic		
2018-66	Internet Gaming Correspondence	Dispose Once Digitally Scanned 2 Years from Closing of Game	Paper Electronic		
2018-67	Sewer Tap Loans-Expired	Dispose Once Digitally Scanned 3 Years from Year End Date Provided Year has been Audited	Paper Electronic		
2021-68	Sewer Tap Assessments	Dispose Once Digitally Scanned 3 years from year end date provided year has been audited	Paper Electronic		
2018-69	Water Tap Loans-Expired	Dispose Once Digitally Scanned 3 Years from Year End Date Provided Year has been Audited	Paper Electronic		
2018-70	City Property Deeds	Permanent	Paper		
2018-71	Employee Leave Forms	Dispose Once Digitally Scanned 1 Years from Date of Request	Paper Electronic		
2018-72	Employee Evaluation Report	See All City General Personnel Records Schedule	Paper & Electronic		
2021-73	Fair Housing Board Minutes, Agendas, & All Other Related Correspondence	Dispose Once Digitally Scanned 5 Years from Date of Document	Paper Electronic		





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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: Local Government Unit**

**City of North Ridgeville**

**Human Resources Department**

(Local Government Entity)

(Unit)

**Brian Keller Treasurer 06/23/22**

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

**City of North Ridgeville**

**Records Commission**

**440-353-1508**

(Local Government Entity)

(Telephone Number)

**7307 Avon Belden Road**

**North Ridgeville 44039**

**Lorain**

(Address)

(City)

(Zip Code)

(County)

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**[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

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State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

### RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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#### Section E: Table of Records to be Disposed

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period: The Treasurer's Department will Retain this for..	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP	(6) RC-3 Required by LGRP
2018-25	Insurance Contracts: Health Insurance Quotes	Dispose Once Digitally Scanned 3 years from date of quote	Paper Electronic		
2018-26	Insurance Contracts: Health Insurance & Policy Updates	Dispose Once Digitally Scanned 10 years from expiration of contract	Paper Electronic		
2018-27	Health Insurance: COBRA Updated Employee Rate Memorandum & Status Reports	Dispose Once Digitally Scanned 6 years from date of memo and report	Paper Electronic		
2018-28	Health Insurance Correspondence: Age Verification Form, Adult Dependent Children Form, Patient Centered Outcomes Research Initiative (PCORI) Fee	Dispose Once Digitally Scanned 1 year	Paper Electronic		
2018-29	Employee/Personnel File: Health Insurance Enrollment Form and Change of Status Form	Dispose Once Digitally Scanned 5 years from date of separation of employment	Paper Electronic		
2018-30	Insurance Contracts: Life Insurance Quotes	Dispose Once Digitally Scanned 3 years from date of quote	Paper Electronic		
2018-31	Insurance Contracts: Life Insurance	Dispose Once Digitally Scanned 10 years from expiration of contract	Paper Electronic		
2018-32	Employee/Personnel File: Life Insurance Enrollment Form and Change of Status Form	Dispose Once Digitally Scanned 5 years from date of separation of employment	Paper Electronic		
2018-47	Drug Test Documentation: Negative Results	Dispose Once Digitally Scanned 1 year from date of test	Paper Electronic		
2018-48	Drug Test Documentation: Positive Results	Dispose Once Digitally Scanned Permanent	Paper Electronic		
2018-49	Biannual Statistical Report	Dispose Once Digitally Scanned 1 year from date of report	Paper Electronic		
2018-50	Employee Assistance Program: Utilization Reports & Referrals	Dispose Once Digitally Scanned 1 year from date of report	Paper Electronic		



## 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 Planning & Economic Development Department

(Local Government Entity) (Unit)

Kimberly Lieber Director

(Signature of Responsible Official) (Name) (Title) (Date)

**Section B: Records Commission**

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

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](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*



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

See instructions before completing this form.

(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	Correspondence: Executive Legislative General Miscellaneous	5 years 3 years 2 years UNLAN	Electronic, paper		<input type="checkbox"/>
2022-02	Telephone Messages	UNLAN	Voicemail, paper		<input type="checkbox"/>
2022-03	Copies and Drafts	UNLAN	Electronic, paper		<input type="checkbox"/>
2022-04	Annual Department Budget	5 years	Electronic, paper		<input type="checkbox"/>
2022-05	Annual Department Budget Preparation Documents	4 years	Electronic, paper		<input type="checkbox"/>
2022-06	Contracts and Agreements (originals)	15 years after expiration or termination	Electronic, paper		<input type="checkbox"/>
2022-07	Records Retention Documents (RC-1, RC-2, RC-3)	25 years	Electronic, paper		<input type="checkbox"/>
2022-08	Public Records Requests	2 years	Electronic, paper		<input type="checkbox"/>
2022-09	Requests for Proposals	2 years	Electronic, paper		<input type="checkbox"/>
2022-10	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain copy until audited	Electronic, paper		<input type="checkbox"/>
2022-11	Community & Economic Development Reports and Publications	UNLAN	Electronic, paper		<input type="checkbox"/>
2022-12	Grant Files and Records (federal, state)	5 years provided audited and disputes resolved	Electronic, paper		<input type="checkbox"/>
2022-13	PR and Training Materials	UNLAN or until superseded	Electronic, paper		<input type="checkbox"/>
2022-14	Social Media postings, videos, public service announcements, etc. (copies, not original records)	UNLAN or until superseded	Electronic		<input type="checkbox"/>



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**

City of North Ridgeville	Clerk of Council
(Local Government Entity)	(Unit)
Fijabi Gallam	Assistant Clerk of Council
(Signature of Responsible Official)	(Date)
(Name)	(Title)

**Section B: Records Commission**

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

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](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

Clerk of Council

(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
2012-01	Agendas	Permanent	Electronic		<input type="checkbox"/>
2015-01	Agricultural districts (application to or from County & any correspondence re: application)	Dispose of after five years of no renewal	Paper/Electronic		<input type="checkbox"/>
2012-02	Bond Anticipation Notes (BANS)	Permanent	Paper		<input checked="" type="checkbox"/>
2012-03	By-laws	Until superseded  Keep one copy of each permanently	Paper  Electronic		<input type="checkbox"/>
2020-01	Charter & amendments	Permanent	Electronic		<input checked="" type="checkbox"/>
2020-02	Office calendar	Until no longer administratively needed	Electronic		<input type="checkbox"/>
2020-03	Dockets	Permanent	Electronic		<input checked="" type="checkbox"/>
2020-04	Liquor license requests Approved  Denied	3 years  3 years	Electronic		<input type="checkbox"/>
2020-05	List of yearly Board, Council and Commission meetings	Until superseded	Electronic		<input type="checkbox"/>
2012-07	Meeting notices	1 year	Electronic		<input type="checkbox"/>
2020-06	Term list spreadsheet	Permanent	Electronic		<input type="checkbox"/>
2020-07	Minutes of meetings (Council, Council Committee, Tax Abatement, Records Commission)	Permanent	Electronic		<input checked="" type="checkbox"/>
11-14	Oaths of Office	10 years after leaving office	Paper		

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

City of North Ridgeville

Clerk of Council

(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 checked="" type="checkbox"/>
<b>2020-08</b>	Ordinances/Resolutions	Permanent	Electronic		<input checked="" type="checkbox"/>
<b>06-8</b>	Petitions (miscellaneous not filed elsewhere)	5 years	Paper		<input type="checkbox"/>
<b>2020-09</b>	Proof of publication (affidavits)	1 year	Electronic		<input type="checkbox"/>
<b>2020-11</b>	Recordings of meetings Audio  Video	Delete audio after minutes drafted  1 year	MP3  Video/Electronic (MPEG)/YouTube		<input type="checkbox"/>
<b>2020-12</b>	Record requests – specifically special assessment requests (begins in Clerk’s office)	1 year	Electronic		<input type="checkbox"/>
<b>2020-13</b>	Reports to Council (not created by the Clerk of Council’s office-originals held with other departments)	Until no longer administrative ly necessary	Electronic		<input type="checkbox"/>
<b>2020-14</b>	Rezoning case files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
<b>2020-15</b>	Lobby sheets	Discard after information is drafted into minutes	Paper		<input type="checkbox"/>







## 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	Fire Department
(Local Government Entity)	(Unit)
John Reese	Fire Chief
(Signature of Responsible Official)	(Title)
(Name)	(Date)
	6/24/2022

**Section B: Records Commission**

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

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**

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

Fire

(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
2011-01	Above and Underground Storage Tank Records	10 years after take is out of service or removed	Paper		<input type="checkbox"/>
2010-02	Alarm Response Reports	5 years	Paper, Electronic		<input type="checkbox"/>
2010-03	Annual Report	Permanent	Paper, Electronic		<input type="checkbox"/>
93-12	Annual Underwriters Pump/Engine Tests	Life of vehicle	Paper, Electronic		<input type="checkbox"/>
2010-04	Arson Reports	50 years appraise for historical value	Paper, Electronic		<input type="checkbox"/>
2011-01	Background Investigations	2 years after position eligibility lists expires	Paper, Electronic		<input type="checkbox"/>
93-18	Bids for Equipment	Life of equipment	Paper, Electronic		<input type="checkbox"/>
93-20	Commercial Structure Inspection Records	Permanent	Paper, Electronic		<input type="checkbox"/>
2011-02	Daily Alarm Log (Kept by Dispatch)	5 years	Paper		<input type="checkbox"/>
2010-07	Daily Roll Call Sheet	Until placed on Work Schedule (No RC3 required)	Paper		<input type="checkbox"/>



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

See instructions before completing this form.

City of North Ridgeville

Fire

(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
2011-03	Dispatch Log Sheets	3 years  Permanent	Paper  Electronic		<input type="checkbox"/>
2010-09	Disaster Plan	Until Superseded	Paper		<input type="checkbox"/>
2010-10	Emergency Medical Services Records	7 years	Paper, Electronic		<input type="checkbox"/>
2010-11	Emergency Recall List	Until placed on Work Schedule (No RC3 required)	Paper		<input type="checkbox"/>
2011-04	Employee Personnel Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these	Paper, Electronic		<input type="checkbox"/>

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

City of North Ridgeville

Fire

(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
		documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.			
<b>93-11</b>	Employee Sick/Injury Statements	Permanent	Paper, Electronic		<input type="checkbox"/>
<b>93-14</b>	Employee Time Records	3 years	Paper/Electr onic		<input type="checkbox"/>
<b>2011-05</b>	Employee Training Record	Place in employee personnel file	Paper/Electr onic		<input type="checkbox"/>
<b>2011-06</b>	EPA Burning Violation Record	5 years after violation corrected	Paper		<input type="checkbox"/>
<b>93-17</b>	Equipment Maintenance Records	Life of equipment	Paper, Electronic		<input type="checkbox"/>
<b>2010-13</b>	Fire Code	Until Superseded	Paper, Electronic		<input type="checkbox"/>
<b>93-21</b>	Fire Hood Suppression Inspections	Life of structure	Paper, Electronic		<input type="checkbox"/>
<b>93-8</b>	Fire Hose Annual Testing Records	Life of hose	Paper, Electronic		<input type="checkbox"/>

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

City of North Ridgeville

Fire

(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
2010-14	Fire Incident Reports	10 years  Permanent	Paper  Electronic		<input type="checkbox"/>
2011-07	Fire & Arson Investigation Files and Index	50 years appraise for historical value	Paper, Electronic		<input type="checkbox"/>
2010-16	Fire and Loss Record	Permanent	Paper, Electronic		<input type="checkbox"/>
2010-17	Fireworks Application and Permits	1 year after expiration	Paper		<input type="checkbox"/>
2010-18	Gas and Oil Disbursement Record	1 year, provided audited	Paper		<input type="checkbox"/>
93-19	Hydrant Location Records	Permanent	Paper, Electronic		<input type="checkbox"/>
2011-08	Hydrant Testing/Maintenance Record	2 years after test date	Paper, Electronic		<input type="checkbox"/>
2011-09	Inspection Reports \ Cards - all types	3 years	Paper		<input type="checkbox"/>
2010-21	Insurance Claim File	10 years after final settlement	Paper		<input type="checkbox"/>

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

City of North Ridgeville

Fire

(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
2010-22	Manpower Performance Logs	Until written into Monthly Report (No RC3 Required)	Paper		<input type="checkbox"/>
2011-10	Master Run Reports (Daily Log Books)	3 years	Paper		<input type="checkbox"/>
2010-24	Monthly Report	3 years provided audited	Paper, Electronic		<input type="checkbox"/>
2010-25	Mutual Aid Agreements	10 years after superseded	Paper		<input type="checkbox"/>
2011-11	Radio Logbooks (Kept by Dispatch)	2 years	Paper		<input type="checkbox"/>
2011-12	Radio/Phone Calls Audio Recordings (Kept by Dispatch & Fire)	30 days then erase and reuse provided no action Pending (No RC3 required)	Electronic		<input type="checkbox"/>
2012-01	Recreational Fire Permits	1 year after expired	Paper Electronic (beginning in June 2012)		<input type="checkbox"/>

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

See instructions before completing this form.

City of North Ridgeville

Fire

(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
2010-29	Riding Assignment	Until placed on Work Schedule (No RC3 required)	Paper		<input type="checkbox"/>
2012-02	Vehicle Maintenance Record	Life of vehicle	Paper		<input type="checkbox"/>
2010-30	Violation Notices	1 year after violation corrected	Paper		<input type="checkbox"/>
2010-31	Work Schedule - Monthly	Permanent	Paper		<input type="checkbox"/>
2022-01	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"/>
					<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

Fire

(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"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



## 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**

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**Section A: Local Government Unit**

City of North Ridgeville	Police		
(Local Government Entity)	(Unit)		
Mike Freeman	Police Chief	6/24/2022	
(Signature of Responsible Official)	(Name)	(Title)	(Date)

---

**Section B: Records Commission**

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

Records Commission			
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](mailto:fgallam@nridgeville.org)

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

Administration	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/ Electronic	
		Investigation result in time off/lost pay: <u>Five</u> years provided no intervening disciplinary action taken against the employee during this period	Paper/ Electronic	
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 Electronic	
2020-18	Completed hunting registration and related forms	Destroy paper once scanned into computer system. 2 years	Paper Electronic	
2020-19	Monthly Reports	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
	Annual Department Budget Preparation Sheets	Until that year's budget is accepted by council	Paper/ Electronic	
	Criminal Analysis Reports	Until no longer administratively needed	Paper/ Electronic	
	Employee Grievance Forms	Seven years and no pending action	Paper	
	Memorandums	1 year	Paper/ Electronic	
	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/ Electronic	
	Shift bid process forms	1 year	Paper	
	Receipt of Directive, Procedures, General Orders	Until policy is suspended, revised or receipted again	Electronic	
2015-04	Application/Permits – Block Party, Parades, Solicitation	Until no longer administratively needed	Paper	



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

See instructions before completing this form.

(Local Government Entity)

(Unit)

2020-20	School safety drill forms (drills performed by schools)	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
2011-15	Time Sheets	3 years	Paper/ Electronic	
2012-02	Time Off Cards	3 years	Paper/ Electronic	
2020-21	UCR	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
2022-01	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	

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) Recordings	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
	Traffic Stop	30 days	Digital Media	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

	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	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

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
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 an no action pending	Paper/ Electronic	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

	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. 3 years	Paper 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	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

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Offense Reports	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-27	<b>NON-CHARGED CRIMINAL REPORTS</b>			
	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	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

	<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. 20 years for following offenses	Paper Electronic	
	<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	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

	<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	
	<i>Aggravated Murder</i>	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	
	<b>CHARGED CRIMINAL REPORTS</b>			

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

	<b>Charged Misdemeanor Offense Reports</b>	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	<b>Charged felony offense reports</b>	Destroy paper once scanned into computer system. 6 years with the exception of the following:	Paper Electronic	
	<i>Convicted of the following but did not plead guilty or no contest:</i>			
	<b>Aggravated Murder</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>Murder</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>Voluntary Manslaughter</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>Involuntary Manslaughter</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>Aggravated Vehicular Manslaughter</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>Rape</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>Sexual Battery</b>	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	<b>GSI -victim is under the age of 18</b>	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>			
	<b>Aggravated Murder</b>	Destroy paper once scanned into	Paper	



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

See instructions before completing this form.

(Local Government Entity)

(Unit)

		computer system. 5 years provided no action pending	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. 7 years provided no pending actions	Paper	
			Electronic	
	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	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

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	
2009-16	Fingerprint paper cards	50 years unless forwarded to a state or federal agency		
2015-09	Incident logs	3 years	Electronic	
2009-23	Master Name Index	Permanent	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	

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

	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
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	

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

*See instructions before completing this form.*

(Local Government Entity)

(Unit)

	<b>Generator maintenance checks</b>	<b>Life of equipment for city use</b>	<b>Paper</b>	
	<b>Building/Jail Exterminating Records</b>	<b>2 years</b>	<b>Paper</b>	
	<b>Animal Trap Forms</b>	<b>Until no longer administratively needed</b>	<b>Paper</b>	

<b>Traffic Related Forms</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>For use by the Auditor of State or OHS-LGRP</b>
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 and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

**North Ridgeville**

**Office for Older Adults**

(Local Government Entity)

(Unit)

Emily Lockshine

Director

6/24/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

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

Records Commission

(Telephone Number)

(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*

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

*See instructions before completing this form.*

City for North Ridgeville

Office for Older Adults

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2015-01	Balance Sheets– bookkeeping including money in and out for OFOA	3 years	Paper Electronic		<input type="checkbox"/>
2015-02	Cash Books/ – Recordkeeping for bank deposits and deposits to the Treasurer	3 years	Paper Electronic		<input type="checkbox"/>
2015-03	Client Payment Files-to include billing information, payments, etc.	3 years	Paper Electronic		<input type="checkbox"/>
2015-04	Driver logs - to include transportation slips, driving logs and activity sign-in sheets	Until no longer admin. necessary	Paper		<input type="checkbox"/>
2015-05	Request for Proposals – proposals and contracts for grant funding	2 years	Paper Electronic		<input type="checkbox"/>
2022-01	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"/>
					<input type="checkbox"/>
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**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City for North Ridgeville

Office for Older Adults

(Local Government Entity)

(Unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or LGRP</b>	<b>(6) RC-3 Required by LGRP</b>
					<input type="checkbox"/>



## 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

Parks and Recreation Department

(Local Government Entity)

(Unit)

Kevin Fougerousse

Director of Parks and Recreation

06/23/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

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

Records Commission

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:

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

Parks and Recreation

(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
2011-01	Park Property Plans	Permanent	Paper		<input checked="" type="checkbox"/>
2011-02	Facility rental contracts	2 years after expiration	Paper		<input type="checkbox"/>
2015-01	Background checks to include coaches, seasonal, part-time and contractual staff	2 years after leaving position	Paper Electronic		<input type="checkbox"/>
2015-02	Bicycle Licenses (receipts and registration)	1 year	Paper		<input type="checkbox"/>
2015-03	Agendas (P&R Commission)	2 years  6 years	Paper  Electronic		<input type="checkbox"/>
2011-07	Meeting minutes (P&R Commission)	Permanent	Paper / electronic Tapes		<input checked="" type="checkbox"/>
2015-04	Bid specs (successful)	15 years	Paper/ electronic		<input type="checkbox"/>
2015-05	Bid specs (unsuccessful)	2 years after letting of contract	Paper/ electronic		<input type="checkbox"/>
2015-06	Program registration forms	1 year	Paper/elec tronic		<input type="checkbox"/>
2020-01	Rec Desk (cloud based program) which includes: -GL account codes -facility information -member information -fee structures -usernames	Delete program info 3 years after expiration of program; remaining info is permanent	Electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

City of North Ridgeville

Parks and Recreation

(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
	-point of sale -programs				
2020-02	Invoices	Scan paper and then discard  2 years	Paper  Electronic		<input type="checkbox"/>
2022-01	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 checked="" type="checkbox"/>
					<input type="checkbox"/>
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## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

City of North Ridgeville

Parks and Recreation

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

*See instructions before completing this form.*

City of North Ridgeville

Parks and Recreation

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

*See instructions before completing this form.*

City of North Ridgeville

Parks and Recreation

(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
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