



SHAKER HEIGHTS

Records Commission Shaker Heights City Hall, Council Chambers Tuesday, December 30, 2025, 10:30 a.m.

This meeting will be held in-person at City Hall, Council Chambers, with an option to attend virtually, pursuant to Chapters 113 and 115 of the Codified Ordinances and Resolution No. 22-29.

Join Zoom Meeting

<https://us06web.zoom.us/j/88583018443?pwd=YlX3xCx7isWTwZpRLewrdYGum4QjdD.1>

Meeting ID: 885 8301 8443

Passcode: 410483

Or join by phone: Dial: +1 360 209 5623 US, or 833 928 4610 US Toll Free or
877 853 5257 US Toll Free

Closed captioning is available but Zoom attendees [must turn on this feature](#) in their Zoom settings.

1. Introduction of Members and Attendees
2. Approval of Minutes - October 4, 2024

Documents:

[100425MEETINGMINUTES.PDF](#)

3. Approval of Records Retention Schedule - Council

Documents:

[2025 COUNCIL - RECORD RETENTION SCHEDULE.PDF](#)

4. Law Department Updates
5. Questions and Concerns from Records Administrators for City Departments
6. Other Issues
7. Adjourn

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.

The video of the meeting will be available the following day on the City's website.



SHAKER HEIGHTS

**Records Commission Minutes
Friday, October 4, 2024
3:00 P.M.**

**IN COUNCIL CHAMBERS AND VIA ZOOM PURSUANT TO CHAPTERS 113 AND 115
OF THE CODIFIED ORDINANCES**

Members Present: Alicia White, Chair
Jeri Chaikin, CAO
William M. Ondrey Gruber, Director of Law

Others Present: Kimberly Mikula, Mayor's Office
Laura Englehart, Economic Development
Kelly Beck, Planning Department
Mary Murphy, representing CAO, IT Departments
Karen Traylor, Police Department
Christopher Sterger, Public Works Department
John Potts, Finance Director

The meeting was called to order by Chair Alicia White at 3:03 p.m.

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Law Department Updates

Information request regarding minors to the Recreation Department. A request was made for youth names for the years of 2021-2024 for Youth Hockey & Basketball. The request was denied. Requestor changed the request, omitted the request for youth names and the department was able to supply what the requestor wanted.

A settlement demand letter – is this a public record? Yes, it was found to be a public record

A request for records from a prisoner which ultimately got lost due to contact information, no response was given to the request. Respondent then filed with the Ohio Supreme Court, which after that was presented to the city and response was given. Two items of note; it was difficult for the prisoner to contact us, and difficult for the city to contact the prisoner. In the end everything was resolved. This led to a discussion of similar cases and outcomes from the Ohio Supreme Court. The Court was looking for bad faith, in this case that was not found to be true.

The topic of Human Resources in looking into a document management system. The answer, No. It is about clarifying keeping documents. You keep either paper or electronic documents, however refer to the department's retention schedule

A question was raised – records retention schedule versus what does the department want to keep. Also, old versions, example documents in Word Perfect or cassette tape, which we no longer use. What to do with them? Change over? Also, how to organize and keep electronic records? Suggestion was made a possible Lunch and Learn to see how different departments handle their document management.

How long do revisions submitted normally take? Each department should check back in 30 days if not heard about requested changes, sometimes the requests get backlogged or lost.

Most important for each department, to have their records retention scheduled posted on the City's website.

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There being no further business, the meeting was adjourned at 3:44 p.m. The next meeting will be scheduled in 2025.

Date Approved: _____

Alicia White, Chair

William M. Ondrey Gruber, Director of Law



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 Shaker Heights

Council

(local government entity)

Matthew Carroll

(unit)

Clerk of Council

December 1, 2025

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Shaker Heights

(216) 491-1424

Records Commission

(telephone number)

3400 Lee Road

Shaker Heights

44120

Cuyahoga

(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.

(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
COU – 1	Agendas (OR)\(RIC)\(DFT): Approved hard copy of Council and committee meeting agendas. Electronic copies are for reference purposes and kept until official hard copy approved	Permanent	Electronic or paper		☐
COU – 2	Badges and ID's (OR): Council and committee member name badges, name plates, or temporary name tents	Until superseded, obsolete or replaced.	Plastic or paper		☐
COU – 3	Copies of all media (OR)\(RIC)\(DFT): Newspaper, magazine, books, and other literature for reading information and reference purposes only	Until superseded, obsolete or replaced.	Electronic and paper		☐
COU – 4	General Correspondence (OR)\(RIC)\(DFT): memoranda, correspondence, and miscellaneous documents of short term relevance	2 years	Electronic or paper		☐
COU – 5	Meeting Notices (OR)\(RIC)\(DFT): Sunshine Calendar and sunshine meeting notices.	5 years	Electronic or paper		☐
COU – 6	Minutes of Meetings (OR)\(RIC)\(DFT): Approved Hardcopy of Council or committee meeting minutes.	Permanent	Electronic or Paper		☐
COU – 7	Meeting Minutes (OR)\(RIC)\(DFT): Audio and video recordings necessary to draft Council or committee meeting minutes.	3 years	Electronic files		☐
COU – 8	Minutes of Meetings (OR)\(RIC)\(DFT): Roll call voting book and meeting notes used to draft meeting minutes.	1 year	Electronic or paper		☐
COU – 9	Department copy of Oaths of Office of Elected Officials (OR): Originals maintained by Law Department.	4 years	Electronic or paper		☐
COU – 10	Council Files (OR)\(RIC)\(DFT): Original personnel files in Human Resources.	Term of office then appraise for historical value	Electronic or paper		☐
COU – 11	Council History (OR)\(RIC)\(DFT): Historical reference of Council members service with the city, including committees served on and chaired.	Permanent	Electronic or paper		
COU – 12	Charter and Amendments (OR)\(RIC)\(DFT): Originals of Charter, amendments and Codified Ordinances in the Law Department.	Permanent	Electronic or paper		☐

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
COU – 13	Index to Ordinances\ Resolutions (OR)\(RIC)\(DFT): Index to defeated, adopted or enacted legislation, indicating sponsor and date presented to Council.	Permanent	Electronic or Paper		☐
COU – 14	Ordinances (OR)\(RIC)\(DFT): Signed copy of enacted legislation. Electronic copies are kept for reference purposes only and until the final meeting data is added.	Permanent	Electronic or Paper		☐
COU – 15	Resolutions (OR)\(RIC)\(DFT): Signed copy of adopted legislation. Electronic copies are kept for reference purposes only and until the final meeting data is added.	Permanent	Electronic or Paper		☐
COU – 16	Budget documents, travel reports, invoices and receipts. (OR)\(RIC)\(DFT): Originals in Finance Department. Copies for reference purposes only.	1 year	Electronic or paper		☐
COU - 17	Departmental Transitory Records: Miscellaneous correspondence, emails, administrative policies, or other documents of short-term relevance or usefulness such as voicemail, telephone messages, text messages, post-it notes, superseded drafts, transmittal documents, schedules, notes, copies of records which originals are stored by other city departments, and paper records stored electronically or vice versa (as long as the stored record is kept for the scheduled period for that specific record) , as well as internal and external audio or video meetings taking place in lieu of in-person meetings..	Until superseded, obsolete or replaced.	Electronic and paper		☐
<u>COU-18</u>	<u>Petitions including signatures</u>	<u>2 years</u>	<u>Electronic or paper</u>		☐
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