Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

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)		(unit)	
	Matthew Carroll	**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:

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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COU – 2	Badges and ID's (OR): Council and committee member name badges, name plates, or temporary name tents	Until superseded, obsolete or replaced.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		☐

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(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		☐
COU-18	Petitions including signatures	2 years	Electronic or paper		☐
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					☐
					☐
					☐