



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

OCT 14 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

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	Chief Administrative Officer		
(local government entity)		(unit)	
	Jeri E. Chaikin	Chief Administrative Officer	October 5, 2021
(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.

	10-14-21
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	11/10/2021
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
<i>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</i>		

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

See instructions before completing this form.

(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
CAO- 1	Agendas (OR)\(RIC)\(DFT): Ad hoc committee meetings or staff meeting agendas	6 years	Electronic or paper		<input type="checkbox"/>
CAO -- 2	Badges, ID's, key fobs, office keys (OR): Employee identification, office keys and various city building keys	Until superseded, obsolete, or replaced. Turn in upon termination	Plastic or metal		<input type="checkbox"/>
CAO -3	Budget documents, travel reports, invoices and receipts. (OR)\(RIC)\(DFT): Originals in Finance Department. Copies for reference purposes only.	1 year	Electronic or paper		<input type="checkbox"/>
CAO - 4	CAO Updates (OR)\(RIC)\(DFT): Friday memos, Council Updates, Employee Updates, Major Projects reports.	5 years	Electronic or paper		<input type="checkbox"/>
CAO - 5	Charitable Giving (OR)\(RIC)\(DFT): Letters, emails, memos and charts. Original distribution record in Finance Department and copy provided to charity of choice with payments.	Until superseded, obsolete or replaced.	Electronic or paper		
CAO – 6	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		<input type="checkbox"/>
CAO – 7	General Correspondence (OR)\(RIC)\(DFT): memoranda, correspondence, and miscellaneous documents of short term relevance	2 years	Electronic or paper		<input type="checkbox"/>
CAO – 8	Minutes (OR)\(RIC)\(DFT): Approved Hardcopy of Ad Hoc Committee or staff meetings.	2 years	Electronic or paper		<input type="checkbox"/>
CAO – 9	Minutes of Meetings (OR)\(RIC)\(DFT): Audio and video recordings of Ad Hoc Committee or staff meetings (RIC)\(DFT)	Until hardcopy of minutes approved	Computer Electronic files		<input type="checkbox"/>
CAO – 10	Department copy of Oaths of Office of Elected Officials (OR): Originals maintained by Law Department.	2 years	Electronic or paper		<input type="checkbox"/>
CAO – 11	Records Requests (OR)\(RIC)\(DFT): Original copies in Law Department. Copies for reference purposes only.	2 years	Electronic or paper		<input type="checkbox"/>

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

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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
CAO – 12	Liquor License Requests (OR)\(RIC)\(DFT): Liquor license transfers for Council approval. Original filed with Ohio Division of Liquor Control.	3 years	Electronic or paper		<input type="checkbox"/>
CAO – 13	Attendance/timesheets (OR)\(RIC)\(DFT): Original in Finance Department. Copies for reference purposes only.	3 years	Electronic or paper		<input type="checkbox"/>
CAO – 14	Employee Performance review (OR)\(RIC)\(DFT): Original in Human Resources Department (HR). Department copy in personnel file.	10 years	Electronic or paper		<input type="checkbox"/>
CAO – 15	Action Plans (OR)\(RIC)\(DFT): Department annual activities and projected goals.	2 years	Electronic or paper		<input type="checkbox"/>
CAO – 16	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		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>