



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

OHIO HISTORY CONNECTION

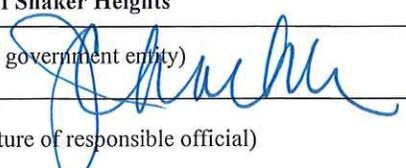
OCT 14 2021

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

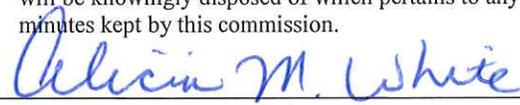
City of Shaker Heights		Council	
(local government entity)		(unit)	
	Jeri E. Chaikin	Clerk of Council	October 5, 2021
(signature of responsible official)	(name)	(title)	(date)

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

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

Section D: Auditor of State

Records Manager

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.

(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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
COU – 4	General Correspondence (OR)\(RIC)\(DFT): memoranda, correspondence, and miscellaneous documents of short term relevance	2 years	Electronic or paper		<input type="checkbox"/>
COU – 5	Meeting Notices (OR)\(RIC)\(DFT): Sunshine Calendar and sunshine meeting notices.	5 years	Electronic or paper		<input type="checkbox"/>
COU – 6	Minutes of Meetings (OR)\(RIC)\(DFT): Approved Hardcopy of Council or committee meeting minutes.	Permanent	Paper		<input checked="" type="checkbox"/>
COU – 7	Meeting Minutes (OR)\(RIC)\(DFT): Audio and video recordings necessary to draft Council or committee meeting minutes.	3 months	Computer Electronic files		<input type="checkbox"/>
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		<input type="checkbox"/>
COU – 9	Department copy of Oaths of Office of Elected Officials (OR): Originals maintained by Law Department.	4 years	Electronic or paper		<input type="checkbox"/>
COU – 10	Council Files (OR)\(RIC)\(DFT): Original personnel files in Human Resources.	Term of office then appraise for historical value	Electronic or paper		<input checked="" type="checkbox"/>
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		<input checked="" type="checkbox"/>
COU – 12	Charter and Amendments (OR)\(RIC)\(DFT): Originals of Charter, amendments and Codified Ordinances in the Law Department.	Permanent	Electronic or paper		<input checked="" type="checkbox"/>

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